

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 Laurier St. / 11, rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> TBIPS CONSULTANT TEAM		
<b>Solicitation No. - N° de l'invitation</b> 21120-158459/A		<b>Date</b> 2015-10-23
<b>Client Reference No. - N° de référence du client</b> 21120-15-2088459		
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZM-615-29564		
<b>File No. - N° de dossier</b> 615zm.21120-158459	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-11-16</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>		
<b>Address Enquiries to: - Adresser toutes questions à:</b> Barbu, Ana-Maria		<b>Buyer Id - Id de l'acheteur</b> 615zm
<b>Telephone No. - N° de téléphone</b> (819) 956-6282 ( )		<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  <div style="text-align: center;">Specified Herein Précisé dans les présentes</div>		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Informatics Professional Services Division / Division des  
services professionnels en informatique

11 Laurier St., / 11, rue Laurier

3C2, Place du Portage

Gatineau

Québec

K1A 0S5

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>       <b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>       <b>Signature</b>          <b>Date</b>	

Solicitation No. - N° de l'invitation

21120-158459/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

615zm

Client Ref. No. - N° de réf. du client

21120-15-2088459

File No. - N° du dossier

615zm21120-158459

CCC No./N° CCC - FMS No/ N° VME

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See PDF

**BID SOLICITATION  
FOR A CONTRACT AGAINST A SUPPLY ARRANGEMENT FOR TASK-  
BASED IN INFORMATICS PROFESSIONAL SERVICES (TBIPS)  
VARIOUS RESOURCE CATEGORIES & LEVELS  
FOR  
CORRECTIONAL SERVICES CANADA**

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**List of Attachment to Part 3 (Bid Preparation Instructions):**

- Attachment 3.1: Bidder Form

**List of Attachment to Part 4 (Evaluation Procedures and Basis of Selection):**

- Attachment 4.1: Bid Evaluation Criteria
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# **BID SOLICITATION**

## **FOR A CONTRACT AGAINST A SUPPLY ARRANGEMENT FOR TASK-BASED IN INFORMATICS PROFESSIONAL SERVICES (TBIPS) VARIOUS RESOURCE CATEGORIES & LEVELS IT/IM SERVICES FOR CORRECTIONAL SERVICES CANADA**

### **PART 1 - GENERAL INFORMATION**

#### **1.1 Introduction**

This document states terms and conditions that apply to this bid solicitation # 201120-158459/A. It is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of the bid solicitation;

Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The annexes and attachments include the Statement of Work, the Basis of Payment, the Bid Evaluation Criteria, the Bid Submission Form and any other annexes and attachments.

#### **1.2 Summary**

- (a) This bid solicitation is being issued to satisfy the requirement of Correctional Services Canada (the "**Client**") for Task-Based Informatics Professional Services (TBIPS) under the TBIPS Supply Arrangement (SA) method of supply for the provision of informatics professional services to provide support with a diverse set of mission critical and non-mission critical software applications and systems, to meet IMS' business transformation initiative as detailed in the Statement of Work, Annex A.
- (b) It is intended to result in the award of one contract for three years plus two one-year irrevocable options allowing Canada to extend the term of the contract.
- (c) There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 – Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial and Security Program

of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

- (d) For services requirements, Bidders in receipt of a pension or a lump sum payment are to provide the required information as detailed in article 2.5 of Part 2 of the bid solicitation. Bidders are requested to include this information in the Bid Submission Form.
- (e) This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see Annex 9.4 of the Supply Manual. This procurement is set aside from the international trade agreements under the provision each has for set asides for small and minority businesses. Further to Article 1802 of the Agreement on Internal Trade (AIT), AIT does not apply to this procurement.
- (f) There is a Federal Contractor's Program (FCP) for employment equity requirement associated with this procurement; see Part 5 – Certifications, Part 7 – Resulting Contract Clauses and the annex named "Federal Contractor's Program for Employment Equity – Certification."
- (g) Bidders are to provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003, whichever is applicable to this bid solicitation.
- (h) Only TBIPS SA Holders currently holding a TBIPS SA for Tier 2, in one Workstream and various Resource categories and in the National Capital Region under the EN578-055605 series of SAs are eligible to compete. The TBIPS SA EN578-055605 is incorporated by reference and forms part of this bid solicitation, as though expressly set out in it, subject to any express terms and conditions contained in this bid solicitation. The capitalized terms not defined in this bid solicitation have the meaning given to them in the TBIPS SA.
- (i) SA Holders that are invited to compete as a joint venture must submit a bid as that joint venture SA Holder, forming no other joint venture to bid. Any joint venture must be already qualified under the SA #EN578-055605 as that joint venture at the time of bid closing in order to submit a bid.
- (j) The Resource Categories described below are required on an as and when requested basis in accordance with the TBIPS SA Annex "A":

RESOURCE CATEGORY	LEVEL OF EXPERTISE	ESTIMATED NUMBER OF RESOURCES REQUIRED
I.1 Data Conversion Specialist	3	2
I.2 Database Administrator (Core)	3	3
I.2 Database Administrator	2	3
I.2 Database Administrator	1	3
I.3 Database Analyst/ IM Administrator	3	2
I.3 Database Analyst/ IM Administrator	2	2
I.3 Database Analyst/ IM Administrator	1	2
I.4 Database Modeller/ IM Modeller	3	2
I.5 IM Architect	3	2

I.9 System Administrator	3	2
I.9 System Administrator	2	2
I.9 System Administrator	1	2
I.10 Technical Architect (Core)	3	3
I.10 Technical Architect	2	3
I.10 Technical Architect	1	3
I.11 Technology Architect (Core)	3	3
I.11 Technology Architect	2	3
I.11 Technology Architect	1	3

### **1.3 Debriefings**

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be provided in writing, by telephone or in person.



## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

- (a) All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.
- (b) Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract(s).
- (c) The 2003 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation. If there is a conflict between the provisions of 2003 and this document, this document prevails.
- (d) Subsection 3 of Section 01, Integrity Provisions - Bid of Standard Instructions (insert, as applicable: 2003 or 2004) incorporated by reference above is deleted in its entirety and replaced with the following:

#### **3. List of Names**

- a. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner(s), at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA).
  - b. These Bidders must immediately inform Canada in writing of any changes affecting the list of directors during this procurement process.
- (e) Subsection 5(4) of 2003, Standard Instructions – Goods and Services – Competitive Requirements is amended as follows:
  - (i) Delete: sixty (60) days
  - (ii) Insert: 180 days

### **2.2 Set-aside under the Procurement Strategy for Aboriginal Business**

This procurement is a set aside under the federal government Procurement Strategy for Aboriginal Business (PSAB). For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business see Annex 9.4 of the Supply Manual. This procurement is a set aside under the PSAB is not subject to the obligations of the international trade agreements or the Agreement on Internal Trade (AIT).

### **2.3 Submission of Bids**

- (a) Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and at the PWGSC address indicated on page one of the bid solicitation.
- (b) Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to PWGSC will not be accepted.

### **2.4 Enquiries - Bid Solicitation**

- (a) All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

- (b) Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered **with copies** to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## **2.5 Former Public Servant**

(a) Information Required

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award.

(b) Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

an individual;

an individual who has incorporated;

a partnership made of former public servants; or

a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c.C-17, the [Defence Services Pension Continuation Act](#), 1970, c.D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c.R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c.R-11, the [Members of Parliament Retiring Allowances Act](#), R.S., 1985, c.M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c.C-8.

(c) Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

name of former public servant;

date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental web sites

as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

(d) Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

- name of former public servant;
- conditions of the lump sum payment incentive;
- date of termination of employment;
- amount of lump sum payment;
- rate of pay on which lump sum payment is based;
- period of lump sum payment including start date, end date and number of weeks;
- number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

## 2.6 Applicable Laws

- (a) Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

**Note to Bidders:** Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of its bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of its choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidder. Bidders are requested to indicate the Canadian province or territory they wish to apply to any resulting contract in their Bid Submission Form.

## 2.7 Improvement of Requirement During Solicitation Period

Should Bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, Bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reasons for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular Bidder will be given consideration provided they are submitted to the Contracting Authority in accordance with the article entitled "Enquiries - Bid Solicitation". Canada will have the right to accept or reject any or all suggestions.

## 2.8 Volumetric Data

The "Estimated Number of Days" of work for each Resource Category has been provided to Bidders to assist them in preparing their bids. The inclusion of this data in this bid solicitation does not represent a commitment by Canada that Canada's future usage of the service identified in this bid solicitation will be consistent with this data. It is provided purely for information purposes.



## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

- (a) **Copies of Bid:** Canada requests that bidders provide their bid in separately bound sections as follows:

- (i) Section I: Technical Bid one hard copy and four0 electronic copies on USB
- (ii) Section II: Financial Bid one hard copy and one electronic copy on USB
- (iii) Section III: Certifications not included in the Technical Bid one hard copy

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

- (b) **Format for Bid:** Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (i) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (ii) use a numbering system that corresponds to the bid solicitation;
- (iii) include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative; and
- (iv) include a table of contents.

- (c) **Canada's Policy on Green Procurement:** In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process. See the Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- (i) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing a minimum of 30% recycled content; and
- (ii) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, and using staples or clips instead of cerlox, duotangs or binders.

- (d) **Submission of Only One Bid :**

- (i) A Bidder, including related entities, will be permitted to submit only one bid in response to this bid solicitation. If a Bidder or any related entities participate in more than one bid (participating means being part of the Bidder, not being a subcontractor), Canada will provide those Bidders with 2 working days to identify the single bid to be considered by Canada. Failure to meet this deadline will result in all the affected bids being disqualified.
- (ii) For the purposes of this Article, regardless of the jurisdiction where any of the entities concerned is incorporated or otherwise formed as a matter of law (whether that entity is a natural person, corporation, partnership, etc), an entity will be considered to be "**related**" to a Bidder if:
  - (A) they are the same legal entity (i.e., the same natural person, corporation, partnership, limited liability partnership, etc.);
  - (B) they are "related persons" or "affiliated persons" according to the Canada Income Tax Act;

- (C) the entities have now or in the two years before bid closing had a fiduciary relationship with one another (either as a result of an agency arrangement or any other form of fiduciary relationship); or
  - (D) the entities otherwise do not deal with one another at arm's length, or each of them does not deal at arm's length with the same third party.
- (iii) Individual members of a joint venture cannot participate in another bid, either by submitting a bid alone or by participating in another joint venture.

**(e) Joint Venture Experience:**

- i. Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- ii. A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- iii. Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submit this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or
- Contracts signed by B and contracts signed by A and B in joint venture.

That show in total 100 billable days.

- iv. Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

### 3.2 Section I: Technical Bid

- (a) The technical bid consists of the following:

- (i) **Bid Submission Form:** Bidders are requested to include the Bid Submission Form - Attachment "3.1" with their bids. It provides a common form in which Bidders can provide information required for evaluation and contract award, such as a contact name and the Bidder's Procurement Business Number, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.
- (ii) **Security Clearance:** Bidders are requested to submit the following security information for each of the proposed resources with their bids on or before the bid closing date:

SECURITY INFORMATION	
Name of individual as it appears on security clearance application form	
Level of security clearance obtained	
Validity period of security clearance obtained	
Security Screening Certificate and Briefing Form file number	

If the Bidder has not included the security information in its bid, the Contracting Authority will provide an opportunity to the Bidder to submit the security information during the evaluation period. If the Bidder has not submitted the security information within the period set by the Contracting Authority, its bid will be declared non-responsive.

- (iii) **Substantiation of Technical Compliance:** The technical bid must substantiate the compliance with the specific articles of Attachment 4.1 – Bid Evaluation Criteria, which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or resources comply is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be considered non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Bidder's Response" column of Attachment 4.1 – Bid Evaluation Criteria, where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.
- (iv) **Previous Similar Projects:** Where the bid must include a description of previous similar projects: (i) a project must have been completed by the Bidder itself (and cannot include the experience of any proposed subcontractor or any affiliate of the Bidder); (ii) a project must have been commenced by the bid closing date; (iii) each project description must include, at minimum, the name and either the telephone number or e-mail address of a customer reference; and (iv) if more similar projects are provided than requested, Canada will decide in its discretion which projects will be evaluated. A project will be considered "similar" to the Work to be performed under any resulting contract if the project was for the performance of work that closely matches the TBIPS descriptions of



the Resource Categories identified in Annex A, Statement of Work. Work will be considered to "closely match" if the work in the provided project is described in at least 50% of the points of responsibility listed in the description of the given Resource Category.

- (v) **For Proposed Resources:** The technical bid must include résumés for the resources as identified in Attachment 4.1 – Bid Evaluation Criteria. The same individual must not be proposed for more than one Resource Category. The Technical bid must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:
- (A) Proposed resources may be employees of the Bidder or employees of a subcontractor, or these individuals may be independent contractors to whom the Bidder would subcontract a portion of the Work (refer to Part 5, Certifications).
  - (B) For educational requirements for a particular degree, designation or certificate, PWGSC will only consider educational programmes that were successfully completed by the resource by the time of bid closing. If the degree, designation or certification was issued by an educational institution outside of Canada, the Bidder must provide a copy of the results of the academic credential assessment and qualification recognition service issued by an agency or organization recognized by the Canadian Information Centre for International Credentials (CICIC).
  - (C) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of bid closing and must continue, where applicable, to be a member in good standing of the profession or membership throughout the evaluation period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this solicitation. If the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued. If the degree, diploma or certification was issued by an educational institution outside of Canada, the Bidder must provide a copy of the results of the academic credential assessment and qualification recognition service issued by an agency or organization recognized by the Canadian Information Centre for International Credentials (CICIC).
  - (D) For work experience, PWGSC will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.
  - (E) For any requirements that specify a particular time period (e.g., 2 years) of work experience, PWGSC will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.
  - (F) For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.
- (vi) **Customer Reference Contact Information:**



- (A) The Bidder must provide customer references. The customer reference must each confirm, if requested by PWGSC, the facts identified in the Bidder's bid, as required by Attachment 4.1 – Bid Evaluation Criteria.
  - (B) The form of question to be used to request confirmation from customer references is as follows:  
  
**Sample Question to Customer Reference:** *"Has [the bidder] provided your organization with IM/IT Services as a prime contractor within the last 10 years?"*  
  
☐ *Yes, the bidder has provided my organization with the services described above.*  
  
☐ *No, the bidder has not provided my organization with the services described above.*  
  
☐ *I am unwilling or unable to provide any information about the services described above.*
  - (C) For each customer reference, the Bidder must, at a minimum, provide the name and either the telephone number or e-mail address for a contact person. If only the telephone number is provided, it will be used to call to request the e-mail address and the reference check will be done by e-mail.
  - (D) Bidders are also requested to include the title of the contact person. It is the sole responsibility of the Bidder to ensure that it provides a contact who is knowledgeable about the services the Bidder has provided to its customer and who is willing to act as a customer reference. Crown references will be accepted.
- (vii) **Corporate Profile:** The Bidder is requested to provide a corporate profile, which should include an overview of the Bidder and any subcontractors, and/or authorized agents of the Bidder that would be involved in the performance of the Work on the Bidder's behalf. The Bidder is requested to provide a brief description of its size, corporate structure, years in business, business activities, major customers, number of employees and their geographic presence. This information is requested for information purposes only and will not be evaluated.

### 3.3 Section II: Financial Bid

- (a) **Pricing:** Bidders must submit their financial bid in accordance with the Pricing Schedule provided in Attachment 4.2. The total amount of Applicable Taxes must be shown separately, if applicable. Unless otherwise indicated, Bidders must include a single, firm, all-inclusive per diem rate quoted in Canadian dollars in each cell requiring an entry in the pricing tables.
- (b) **Variation in Resource Rates By Time Period:** For any given resource category, where the financial tables provided by Canada allow different firm rates to be charged for a resource category during different time periods:
  - (i) the rate bid must not increase by more than 5% from one time period to the next, and
  - (ii) the rate bid for the same resource category during any subsequent time period must not be lower than the rate bid for the time period that includes the first month of the Initial Contract Period.
- (c) **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option periods. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.
- (d) **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may

request that the Bidder confirm that the price is, in fact, \$0.00. No Bidder will be permitted to add or change a price as part of this confirmation. Any Bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

#### **3.4 Section III: Certifications**

It is a requirement that bidders submit the certifications identified under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. There are several steps in the evaluation process, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Bidder has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.
- (b) An evaluation team composed of representatives of the Client and PWGSC will evaluate the bids on behalf of Canada. Canada may hire any independent consultant, or use any Government resources, to evaluate any bid. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.
- (c) In addition to any other time periods established in the bid solicitation:
  - (i) **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
  - (ii) **Requests for Further Information:** If Canada requires additional information in order to do any of the following pursuant to the Section entitled "Conduct of Evaluation" in 2003, Standard Instructions - Goods or Services - Competitive Requirements:
    - (A) verify any or all information provided by the Bidder in its bid; or
    - (B) contact any or all references supplied by the Bidder (e.g., references named in the résumés of individual resources) to verify and validate any information submitted by the Bidder,the Bidder must provide the information requested by Canada within 3 working days of a request by the Contracting Authority.
  - (iii) **Extension of Time:** If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

### 4.2 Technical Evaluation

- (a) **Mandatory Technical Criteria:**
  - (i) Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.
  - (ii) The mandatory technical criteria are described in Attachment 4.1 – Bid Evaluation Criteria to Part 4 (Evaluation Procedures and Basis of Selection).
- (b) **Point-Rated Technical Criteria:**
  - (i) Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly.
  - (ii) The rated requirements are described in Attachment 4.1 – Bid Evaluation Criteria to Part 4 (Evaluation Procedures and Basis of Selection).
- (c) **Number of Resources Evaluated:**

Only a certain number of resources per Resource Category will be evaluated as part of this bid solicitation as identified in Annex A – Statement of Work. Additional Resources will only be assessed after contract award once specific tasks are requested of the Contractor. After contract award, the Task Authorization process will be in accordance with Part 7 – Resulting Contract Clauses, the Article titled “Task Authorization”. When a Task Authorization Form (TA Form) is issued, the Contractor will be requested to propose a resource to satisfy the specific requirement based on the TA Form’s Statement of Work. The proposed resource will then be assessed against the criteria identified in the Contract’s Statement of Work in accordance with Appendix B of Annex A.

(d) **Reference Checks:**

- (i) For reference checks, Canada will conduct the reference check in writing by email. Canada will send all email reference check requests to contacts supplied by all the Bidders on the same day using the email address provided in the bid. Canada will not award any points and/or a bidder will not meet the mandatory experience requirement (as applicable) unless the response is received within 5 working days of the date that Canada's email was sent.
- (ii) On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the Bidder by email, to allow the Bidder to contact its reference directly to ensure that it responds to Canada within 5 working days. If the individual named by a Bidder is unavailable when required during the evaluation period, the Bidder may provide the name and email address of an alternate contact person from the same customer. Bidders will only be provided with this opportunity once for each customer, and only if the originally named individual is unavailable to respond (i.e., the Bidder will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The Bidder will have 48 hours submit the name a new contact. That contact will again be given 5 working days to respond once Canada sends its reference check request.
- (iii) Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.
- (iv) Points will not be allocated and/or a bidder will not meet the mandatory experience requirement (as applicable) if (1) the reference customer states he or she is unable or unwilling to provide the information requested, or (2) the customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself). Nor will points be allocated or a mandatory met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder.
- (v) Whether or not to conduct reference checks is discretionary. However, if PWGSC chooses to conduct reference checks for any given rated or mandatory requirement, it will check the references for that requirement for all bidders to be recommended for contract award.

**4.3 Financial Evaluation – Highest Responsive Combined Rating of Technical Merit and Price**

- (a) There are two possible financial evaluation methods for this requirement. The first method will be used if three or more bids are determined responsive (see (b) Financial Evaluation - Method A below). The second method will be used if fewer than three bids are determined responsive (see (c) Financial Evaluation - Method B below).
- (b) **Financial Evaluation - Method A:** The following financial evaluation method will be used if three or more bids are determined responsive:
  - (i) **Calculation of Total Bid Price:** The financial evaluation will be conducted using the pricing tables completed by the Bidders and the Firm Per Diem Median Rate Evaluation

Method explained below. A financial calculation will occur for each Bidder by multiplying its firm per diem rates, or Median Rate(s) if applicable, for the Initial Contract Period and the option period(s) with the estimated number of days of work for each period, for all the Resource Categories stated in Attachment 4.2 - Pricing Schedule. The sum of such rates will constitute the Total Bid Price for that Bidder.

(ii) **Firm Per Diem Median Rate Evaluation**

**(A) Use:** The firm per diem median rate calculation will apply to modify the rate to be assessed in the financial evaluation of a Bidder, where that Bidder submits a firm per diem rate for a resource category that is lower than the Lower Band Limit as calculated below. The firm per diem median rate calculation is for evaluation purposes only, and the actual submitted per diem rate will be used in any resulting contract in all instances.

**(B) Calculation for both the Initial Contract Period and the Option Period**

**medians:** Using the per diem rate proposed for each individual Resource Category a Median Rate will be determined for each Resource Category for the Initial Contract Period, and for each of the option period(s). For each Resource Category, the Median Rate will be calculated using the median function in Microsoft Excel. A Lower Band Limit will be calculated for each Resource Category and will represent a range that encompasses the Median Rate to a value of minus (-) 20% of the Median Rate. If a Bidder bids a firm per diem rate for a Resource Category that is lower than the Lower Band Limit, that Bidder's financial evaluation will be conducted using a per diem rate equal to the Median Rate for that Resource Category.

For example, if the Median Rate is determined to be \$500 for a Resource Category, the Lower Band Limit would be minus (-) 20% of \$500, or \$400. If a Bidder proposes a firm per diem rate that is lower than \$400, the Median Rate of \$500 will be used in the Bidder's financial evaluation for that Resource Category.

(c) **Financial Evaluation - Method B:** The following financial evaluation method will be used if less than three bids are determined responsive:

- (i) **Financial Calculation:** The financial evaluation will be conducted using the pricing tables completed by the Bidders. A financial calculation will occur for each Bidder by multiplying its firm per diem rates for the Initial Contract Period and the option period(s) with the estimated number of days of work for each period, for all the Resource Categories stated in Attachment 4.2 - Pricing Schedule. The sum of such rates will constitute the Total Bid Price for that Bidder

(d) **Substantiation of Professional Services Rates**

In Canada's experience, bidders will from time to time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. When evaluating the rates bid for professional services, Canada may, but will have no obligation to, require price support in accordance with this Article. If Canada requests price support, it will be requested from all otherwise responsive bidders who have proposed a rate that is at least 20% lower than the median rate bid by all responsive bidders for the relevant resource category or categories. If Canada requests price support, the following information is required:

- (i) an invoice (referencing a contract serial number or other unique contract identifier) that shows that the Bidder has provided and invoiced a customer (with whom the Bidder deals at arm's length) for services performed for that customer similar to the services that would be provided in the relevant resource category, where those services were provided for at least 3 months within the 18 months before the date of this request for price support, and the fees charged were equal to or less than the rate offered to Canada;
- (ii) in relation to the invoice in (i), evidence from the bidder's customer that the services identified in the invoice include at least 50% of the tasks listed in the Statement of Work

for the category of resource being assessed for an unreasonably low rate. This evidence must consist of either a copy of the contract (which must describe the services to be provided and demonstrate that at least 50% of the tasks to be performed are the same as those to be performed under the Statement of Work in this bid solicitation) or the customer's signed certification that the services subject to the charges in the invoice included at least 50% of the same tasks to be performed under the Statement of Work in this bid solicitation; and

- (iii) the name, telephone number and, if available, e-mail address of a contact person at the customer who received each invoice submitted under (i), so that Canada may verify any information provided by the Bidder.

Once Canada requests substantiation of the rates bid for any resource category, it is the sole responsibility of the Bidder to submit information (as described above and as otherwise may be requested by Canada, including information that would allow Canada to verify information with the resource proposed) that will allow Canada to determine whether it can rely, with confidence, on the Bidder's ability to provide the required services at the rates bid. If Canada determines that the information provided by the Bidder does not adequately substantiate the unreasonably low rates, the bid will be declared non-responsive.

**(e) Formulae in Pricing Tables**

If the pricing tables provided to bidders include any formulae, Canada may re-input the prices provided by bidders into a fresh table, if Canada believes that the formulae may no longer be functioning properly in the version submitted by a bidder.

**4.4 Basis of Selection**

- (a) A bid must comply with the requirements of the bid solicitation, meet all mandatory evaluation criteria and obtain the required pass marks for the point rated criteria identified in this bid solicitation to be declared responsive.
- (b) The responsive bid that obtains the highest Total Bidder Score will be recommended for award of a contract. For any given Bidder, the greatest possible Total Technical Score is 60 while the greatest possible Total Financial Score is 40.
  - (i) Calculation of Total Technical Score: The Total Technical Score will be computed for each responsive bid by converting the Technical Score obtained for the point-rated technical criteria using the following formula, rounded to two decimal places:
 
$$\frac{\text{Technical Score}}{\text{Maximum Technical Points (bidders, please refer to the maximum technical points in Attachment 4.1)}} \times 60 = \text{Total Technical Score}$$
  - (ii) Calculation of Total Financial Score: The Total Financial Score will be computed for each responsive bid by converting the Financial Score obtained for the financial evaluation using the following formula rounded to two decimal places:
 
$$\frac{\text{Lowest Financial Evaluated Price}}{\text{The Bidder's Financial Evaluated Price}} \times 40 = \text{Total Financial Score}$$
  - (iii) Calculation of the Total Bidder Score: The Total Bidder Score will be computed for each responsive bid in accordance with the following formula:
 
$$\text{Total Technical Score} + \text{Total Financial Score} = \text{Total Bidder Score}$$
- (c) In the event of identical Total Bidder Scores occurring, then the bid with the highest Total Financial Score will become the top-ranked bidder.
- (d) One contract may be awarded in total as a result of this bid solicitation.

- (e) Bidders should note that the contract award is subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Despite the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no contract will be awarded.

## PART 5 – CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract. The certifications provided by bidders to Canada are subject to verification by Canada at all times. Unless stated otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the Contract Period.

The Contracting Authority will have the right to ask for additional information to verify Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

### 5.1 Certifications Precedent to Contract Award

#### I. Integrity Provisions- Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provision will assist Canada in confirming that the certifications are true.

#### II. Federal Contractors Program for Employment Equity - Bid Certification

- (a) By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Employment and Social Development Canada (ESDC) - Labour's website.
- (b) Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.
- (c) Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list during the period of the Contract.
- (d) The Bidder must provide the Contracting Authority with a completed Attachment 5.1, Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed Attachment Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

#### III. Set-aside for Aboriginal Business

- (a) This procurement is set aside for Aboriginal business under the federal government Set-aside Program for Aboriginal Business. Bidders must complete and sign the certification entitled "Certification Requirements for the Set-aside Program for Aboriginal Business" attached as Attachment 5.2 Set-Aside for Aboriginal Business - Certification.
- (b) By executing the certification, the Bidder warrants that it is an Aboriginal business as defined in the Set-aside Program for Aboriginal Business.
- (c) SACC Manual clause A3001T (2014-11-27) applies.



#### **IV. Professional Services Resources**

- (a) By submitting a bid, the Bidder certifies that, if it is awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives.
- (b) By submitting a bid, the Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.
- (c) If the Bidder is unable to provide the services of an individual named in its bid due to the death, sickness, extended leave (including parental leave or disability leave), retirement, resignation or dismissal for cause of that individual, within five business days of Canada's knowledge of the unavailability of the individual the Bidder may propose a substitute to the Contracting Authority, providing:
  - (i) the reason for the substitution with substantiating documentation acceptable to the Contracting Authority;
  - (ii) the name, qualifications and experience of a proposed replacement immediately available for work; and
  - (iii) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.

No more than one substitute will be considered for any given individual proposed in the bid. In response to the Bidder's proposed substitution, the Contracting Authority may elect in its sole discretion either to:

- (A) set aside the bid and give it no further consideration; or
- (B) evaluate the replacement in accordance with the requirements of the bid solicitation in the place of the original resource as if that replacement had originally been proposed in the bid, with any necessary adjustments being made to the evaluation results, including the rank of the bid vis-à-vis other bids.

If no substitute is proposed the Contracting Authority will set aside the bid and give it no further consideration.

- (d) If a Bidder has proposed any individual who is not an employee of the Bidder, by submitting a bid, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

#### **V. Certification of Language - English Essential**

By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, every individual proposed in its bid will be fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

#### **VI. Submission of Only One Bid**

By submitting a bid, the Bidder is certifying that it does not consider itself to be related to any other bidder.

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirement**

- (a) At the date of bid closing, the following conditions must be met:
  - (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (ii) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses; and
  - (iii) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
- (b) For additional information on security requirements, Bidders should refer to consult the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
- (c) In the case of a joint venture Bidder, each member of the joint venture must meet the security requirements.

### **6.2 Financial Capability**

- (a) SACC Manual clause A9033T (2012-07-16) Financial Capability applies, except that subsection 3 is deleted and replaced with the following: "If the Bidder is a subsidiary of another company, then any financial information required by the Contracting Authority in 1(a) to (f) must be provided by each level of parent company, up to and including the ultimate parent company. The financial information of a parent company does not satisfy the requirement for the provision of the financial information of the Bidder; however, if the Bidder is a subsidiary of a company and, in the normal course of business, the required financial information is not generated separately for the subsidiary, the financial information of the parent company must be provided. If Canada determines that the Bidder is not financially capable but the parent company is, or if Canada is unable to perform a separate assessment of the Bidder's financial capability because its financial information has been combined with its parent's, Canada may, in its sole discretion, award the contract to the Bidder on the condition that the parent company grant a performance guarantee to Canada."
- (b) In the case of a joint venture bidder, each member of the joint venture must meet the financial capability requirements.

## PART 7 - RESULTING CONTRACT CLAUSES

The following clauses apply to and form part of any contract resulting from the bid solicitation.

### 7.1 Requirement

- (a) \_\_\_\_\_ (the "**Contractor**") agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with, and at the prices set out in, the Contract. This includes providing professional services as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.
- (b) **Client:** Under the Contract, the "**Client**" is Correctional Services Canada (CSC).
- (c) **Reorganization of Client:** The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.
- (d) **Defined Terms:** Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

### 7.2 Task Authorization

- (a) **As-and-when-requested Task Authorizations:** The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.
- (b) **Assessment of Resources Proposed at TA Stage:** Processes for issuing, responding to and assessing Task Authorizations are further detailed in Appendices A, B, C and D of Annex A.
- (c) **Form and Content of draft Task Authorization:**
  - (i) The Technical Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Appendix B of Annex A.
  - (ii) The draft Task Authorization will contain the details of the activities to be performed, and must also contain the following information:
    - (A) the task number;
    - (B) The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);
    - (C) the details of any financial coding to be used;
    - (D) the categories of resources and the number required;

- (E) a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);
  - (F) the start and completion dates;
  - (G) milestone dates for deliverables and payments (if applicable);
  - (H) the number of person-days of effort required;
  - (I) whether the work requires on-site activities and the location;
  - (J) the language profile of the resources required;
  - (K) the level of security clearance required of resources;
  - (L) the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
  - (M) any other constraints that might affect the completion of the task.
- (d) **Contractor's Response to Draft Task Authorization:** The Contractor must provide to the Technical Authority, within 3 working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.
- (e) **Task Authorization Limit and Authorities for Validly Issuing Task Authorizations:**  
To be validly issued, a TA must include the following signatures:
- (i) for any TA, inclusive of revisions, with a value less than or equal to \$400,000.00 (including Applicable Taxes), the TA must be signed by the Technical Authority; and
  - (ii) for any TA with a value greater than this amount, a TA must be signed by the Technical Authority and Contracting Authority.
- Any TA that does not bear the appropriate signature(s) is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TA's at any time, or reduce the dollar value threshold described in sub-article (i) above; any suspension or reduction notice is effective upon receipt.
- (f) **Periodic Usage Reports:**
- (i) The Contractor must compile and maintain records on its provision of services to the federal government under Task Authorizations validly issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The data must be submitted on a quarterly basis to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.
  - (ii) The quarterly periods are defined as follows:

- (A) 1<sup>st</sup> quarter: April 1 to June 30;
- (B) 2<sup>nd</sup> quarter: July 1 to September 30;
- (C) 3<sup>rd</sup> quarter: October 1 to December 31; and
- (D) 4<sup>th</sup> quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

- (iii) Each report must contain the following information for each validly issued TA (as amended):
  - (A) the Task Authorization number and the Task Authorization Revision number(s), if applicable;
  - (B) a title or a brief description of each authorized task;
  - (C) the name, Resource category and level of each resource involved in performing the TA, as applicable;
  - (D) the total estimated cost specified in the validly issued TA of each task, exclusive of Applicable Taxes;
  - (E) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
  - (F) the start and completion date for each authorized task; and
  - (G) the active status of each authorized task, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).
- (iv) Each report must also contain the following cumulative information for all the validly issued TA's (as amended):
  - (A) the amount, exclusive of Applicable Taxes, specified in the Contract (as last amended, as applicable) as Canada's total liability to the Contractor for all validly issued TA's; and
  - (B) the total amount, exclusive of Applicable Taxes, expended to date against all validly issued TA's.
- (g) **Refusal of Task Authorizations or Submission of a Response which is not Valid:** The Contractor is not required to submit a response to every draft TA sent to it by Canada. However, in addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions if the Contractor in at least three instances has either not responded or has not submitted a valid response when sent a draft TA. For greater clarity, each draft TA, which is identifiable by its task number, will only count as one instance. A valid response is one that is submitted within the required time period and meets all requirements of the draft TA issued, including proposing the required number of resources who each meet the minimum experience and other requirements of the categories identified in the draft TA at pricing not exceeding the rates set out in Annex B.
- (h) **Consolidation of TA's for Administrative Purposes:** The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TA's for administrative purposes.

### 7.3 Minimum Work Guarantee

- (a) In this clause,
  - (i) **"Maximum Contract Value"** means the amount specified in the **"Limitation of Expenditure"** clause set out in the Contract (excluding Applicable Taxes); and

- (ii) **"Minimum Contract Value"** means 2 % of the Maximum Contract Value on the date the contract is first issued.
- (b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with subarticle (c), subject to subarticle (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
- (c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
- (d) Canada will have no obligation to the Contractor under this article if Canada terminates the entire Contract
  - (i) for default;
  - (ii) for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or
  - (iii) for convenience within ten business days of Contract award.

#### **7.4 Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

(a) **General Conditions:**

- (i) 2035 (2015-07-03), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

With respect to Section 30 - Termination for Convenience, of General Conditions 2035, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

- 4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.
- 5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:
  - (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination, or
  - (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.
- 6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

(b) **Supplemental General Conditions:**

The following Supplemental General Conditions:

- (i) 4006 (2010-08-16), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information;

apply to and form part of the Contract.

## **7.5 Security Requirement**

The following security requirement (Common PS SRCL #6 and related clauses) as set out under Annex "B" to the Supply Arrangement, applies to and forms part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - b. *Industrial Security Manual* (Latest Edition).

## **7.6 Contract Period**

- (a) **Contract Period:** The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:
- (i) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends 3 years later; and
  - (ii) The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.
- (b) **Option to Extend the Contract:**
- (i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional one-year periods under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.
  - (ii) Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a contract amendment.

## **7.7 Authorities**

### **(a) Contracting Authority**

The Contracting Authority for the Contract is:

Name: Ana-Maria Barbu

Title: Supply Specialist

Public Works and Government Services Canada

Acquisitions Branch

Directorate: Informatics and Telecommunications Systems Procurement Directorate

Address: 11 Laurier St., Gatineau, Québec

Telephone: (819) 956-6282

E-mail address: [Ana-Maria.Barbu@tpsgc-pwgsc.gc.ca](mailto:Ana-Maria.Barbu@tpsgc-pwgsc.gc.ca)



The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

**(b) Technical Authority**

The Technical Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

**(c) Contractor's Representative**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

**7.8 Proactive Disclosure of Contracts with Former Public Servants**

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental web sites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

**7.9 Payment**

**(a) Basis of Payment**

- (i) **Professional Services provided under a Task Authorization with a Maximum Price:**  
For professional services requested by Canada, in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

Estimated Cost: \$ \_\_\_\_\_

- (ii) **Applicable Taxes:** Estimated Cost: \$ \_\_\_\_\_

- (iii) **Competitive Award:** The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.



- (iv) **Professional Services Rates:** In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.
  - (v) **Purpose of Estimates:** All estimated costs contained in the Contract are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to purchase goods or services in these amounts. Any commitment to purchase specific amounts or values of goods or services is described elsewhere in the Contract.
- (b) **Limitation of Expenditure – Cumulative Total of all Task Authorizations**
- (i) Canada's total liability to the Contractor under the Contract for all validly issued Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.
  - (ii) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
  - (iii) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
    - (A) when it is 75 percent committed, or
    - (B) 4 months before the contract expiry date, or
    - (C) As soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
  - (i) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.
- (c) **Method of Payment for Task Authorizations with a Maximum Price:** For each Task Authorization validly issued under the Contract that contains a maximum price:
- (i) Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.
  - (ii) Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.
- (d) **Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contract must repay any overpayment, at Canada's request.

(e) **Payment Credits**

(i) **Failure to Provide Resource:**

- (A) If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of 10 days.
- (B) **Corrective Measures:** If credits are payable under this Article for 2 consecutive months or for 3 months in any 12-month period, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have 5 working days to deliver the action plan to the Client and the Contracting Authority and 20 working days to rectify the underlying problem.
- (C) **Termination for Failure to Meet Availability Level:** In addition to any other rights it has under the Contract, Canada may terminate the Contract for default in accordance with the General Conditions by giving the Contractor 3 months' written notice of its intent, if any of the following apply:
  - (1) the total amount of credits for a given monthly billing cycle reach a level of 10% of the total billing for that month; or
  - (2) the corrective measures required of the Contractor described above are not met.

This termination will be effective when the 3 month notice period expires, unless Canada determines that the Contractor has implemented the corrective measures to Canada's satisfaction during those 3 months.

- (ii) **Credits Apply during Entire Contract Period:** The Parties agree that the credits apply throughout the Contract Period.
- (iii) **Credits represent Liquidated Damages:** The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.
- (iv) **Canada's Right to Obtain Payment:** The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.
- (v) **Canada's Rights & Remedies not Limited:** The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.
- (vi) **Audit Rights:** The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund

(the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.

- (f) **No Responsibility to Pay for Work not performed due to Closure of Government Offices**
- (i) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
  - (ii) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises

#### **7.10 Invoicing Instructions**

- (a) The Contractor must submit invoices in accordance with the information required in the General Conditions.
- (b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision, and must show all applicable Task Authorization numbers.
- (c) By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- (d) The Contractor must provide the original and two copies of each invoice to the Technical Authority, and a copy to the Contracting Authority.

#### **7.11 Certifications**

- (a) The continuous compliance with the certifications provided by the Contractor in its bid, any TA quotation and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire Contract Period. If the Contractor does not comply with any certification, or fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

(b) **SACC Manual Clauses**

A3000C (2014-11-27), Aboriginal Business Certification

#### **7.12 Federal Contractors Program for Employment Equity - Default by Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

#### **7.13 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

#### **7.14 Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

- (a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) Supplemental General Conditions, in the following order:
  - (i) 4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information.
- (c) General Conditions 2035 (2015-07-03);
- (d) Annex A, Statement of Work - Annex A including its Appendices as follows;
  - (i) Appendix A to Annex A - Tasking Assessment Procedure;
  - (ii) Appendix B to Annex A - Task Authorization (TA) Form;
  - (iii) Appendix C to Annex A - Resource Assessment Criteria and Response Table;
  - (iv) Appendix D to Annex A - Certifications at the TA stage;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) the validly issued Task Authorizations and any required certifications;
- (h) Supply Arrangement Number EN578-055605/xxx/EI (the "Supply Arrangement"); and
- (i) the Contractor's bid dated \_\_\_\_\_, as clarified on "or" as amended \_\_\_\_\_.

#### **7.15 Foreign Nationals (Canadian Contractor)**

- (a) SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

#### **7.16 Insurance Requirements**

##### **(a) Compliance with Insurance Requirements**

- (i) The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
- (ii) The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
- (iii) The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

##### **(b) Commercial General Liability Insurance**

- (i) The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
- (ii) The Commercial General Liability policy must include the following:
  - (A) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (B) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (C) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (D) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (E) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (F) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (G) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - (H) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - (I) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - (J) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - (K) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - (L) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - (M) Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- (c) **Errors and Omissions Liability Insurance**
  - (i) The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

- (ii) If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (iii) The following endorsement must be included:  
 Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

#### **7.17 Limitation of Liability - Information Management/Information Technology**

- (a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.
- (b) **First Party Liability:**
  - (i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:
    - (A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the General Conditions entitled "Intellectual Property Infringement and Royalties";
    - (B) physical injury, including death.
  - (ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.
  - (iii) Each of the Parties is liable for all direct damages resulting from any breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of any unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.
  - (iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i)(A) above.
  - (v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:
    - (A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
    - (B) Any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of .75 times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other



document used to order goods or services under this instrument), or \$1,000,000.00.

In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or \$1,000,000.00, whichever is more.

- (vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

(c) **Third Party Claims:**

- (i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.
- (ii) If Canada is required, as a result of joint and several liability or joint and solidarily liable, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite Sub-article (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.
- (iii) The Parties are only liable to one another for damages to third parties to the extent described in this Sub-article (c).

**7.18 Joint Venture Contractor**

- (a) The Contractor confirms that the name of the joint venture is \_\_\_\_\_ and that it is comprised of the following members: *[list all the joint venture members named in the Contractor's original bid]*.
- (b) With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:
  - (i) \_\_\_\_\_ has been appointed as the "representative member" of the joint venture Contractor and has fully authority to act as agent for each member regarding all matters relating to the Contract;
  - (ii) by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and
  - (iii) all payments made by Canada to the representative member will act as a release by all the members.
- (c) All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.

- (d) All the members are jointly and severally or solidarily liable for the performance of the entire Contract.
- (e) The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.
- (f) The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

**Note to Bidders:** *This Article will be deleted if the bidder awarded the contract is not a joint venture. If the contractor is a joint venture, this clause will be completed with information provided in its bid.*

#### **7.19 Professional Services - General**

- (a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.
- (b) If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.
- (c) In General Conditions 2035, the Article titled "Replacement of Specific Individuals" is deleted and the following applies instead:

##### **Replacement of Specific Individuals**

- (i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:
  - (A) the name, qualifications and experience of a proposed replacement immediately available for Work; and
  - (B) security information on the proposed replacement as specified by Canada, if applicable.

The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.
- (ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:
  - (A) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract in whole or in part for default under the Article titled "Default of the Contractor", or
  - (B) assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that meet or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the



replacement, exercise the rights in (ii) (A) above, or require another replacement in accordance with this subarticle (c).

Where an Excusable Delay applies, Canada may require (c) (ii) (B) above instead of terminating under the "Excusable Delay" Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

- (iii) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that an original or replacement resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order a resource to stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.
- (iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

#### **7.20 Safeguarding Electronic Media**

- (a) Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.
- (b) If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

#### **7.21 Representations and Warranties**

The Contractor made statements regarding its own and its proposed resources' experience and expertise in its bid that resulted in the award of the Contract and the issuance of TA's. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and adding work to it through TA's. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have and maintain, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

#### **7.22 Access to Canada's Property and Facilities**

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Technical Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

#### **7.23 Government Property**

Canada agrees to supply the Contractor with the items listed below (the "**Government Property**"). The section of the General Conditions entitled "Government Property" also applies to the use of the Government Property by the Contractor.

- a) Workstation
- b) Telephone
- c) Computer

#### **7.24 Identification Protocol Responsibilities**

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

- (a) Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as Contractor Representatives prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;
- (b) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and
- (c) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.
- (d) If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have 5 working days to deliver the action plan to the Client and the Contracting Authority, and 20 working days to rectify the underlying problem.
- (e) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

## **ANNEX A**

### **STATEMENT OF WORK**

#### **1.0 Scope**

##### **1.1 Objective**

This objective of this requirement is to support Information Management Services' (IMS) business transformation initiative to ensure that the business needs of Correctional Service Canada (CSC), Parole Board of Canada (PBC) and Partners continue to be met. To provide IMS with experienced data conversion specialist, database analyst and administrators, system administrator, Information Management (IM) architect and technical architects to meet its business needs.

##### **1.2 Background**

CSC contributes to public safety by actively encouraging and assisting offenders to become law-abiding citizens, while exercising reasonable, safe, secure, and humane control. CSC is the federal government agency responsible for administering sentences of a term of two years or more, as imposed by the court. CSC is responsible for managing institutions of various security levels and supervising offenders under conditional release in the community.

CSC has a presence from coast to coast - from large urban centers with their increasingly diverse populations to remote Inuit communities across the North. CSC also operates a variety of facilities including: a range of penitentiaries, government-run halfway houses; healing lodges; community parole offices; psychiatric hospitals; health care centers and palliative care units. CSC is also in Partnership with community-based, non-profit organizations that run over 150 halfway houses across the country. CSC has a workforce of over 15,000 employees and a volunteer base of over 10,000. It also operates five regional training units, a management-learning center and an addiction research center.

CSC must also work with many Partners in its efforts to promote public safety. CSC and its Partners utilize a diverse set of mission critical and non-mission critical software applications and systems, to meet their business needs. CSC IMS supports these applications and systems for all its users internal to CSC, as well as, in some cases, for Partners. Any disruptions in service to operations can have an impact on public safety. Virtually every communication and business process transacted daily throughout CSC and PBC requires a viable infrastructure of hardware, software, and telecommunications to enable it or support it. This infrastructure support and evolution is provided by Shared Services Canada (SSC), which was created to simultaneously operate and transform the government's IT infrastructure.

However, IMS continues to provide IM/IT services to ensure the delivery of mission critical and non-mission critical solutions and services to meet the CSC, PBC and their Partners' business needs. This requires exploitation of advanced database, technology, system and Information Management architect, administration and other capabilities that complements the functions provided by Shared Services Canada.

##### **1.3 Terminology**

Partners – CSC's Partners include police forces, the courts, provincial and territorial criminal justice Partners and social systems; the private sector; non-governmental organizations; community-based volunteer groups; as well as parties in the Solicitor General Portfolio, notably the PBC and the Office of the Correctional Investigator.

#### **2.0 Requirements**

## 2.1 Scope of Work

- 2.1.1 The contractor must provide IM/IT Services as described below in Section 3.2.2 of this SOW on an as- and when requested basis. In addition, the contractor must provide assistance, on as-and-when needed basis, in responding to the emerging priorities related to IMS transformation plans.

## 2.2 Tasks

- 2.2.1 IM/IT Services Contractor resource categories:

Contractor resource Category	Level	Estimated Number of Contractor resource Required
I.1 Data Conversion Specialist	3	2
I.2 Database Administrator (Core)	3	3
I.2 Database Administrator	2	3
I.2 Database Administrator	1	3
I.3 Database Analyst/ IM Administrator	3	2
I.3 Database Analyst/ IM Administrator	2	2
I.3 Database Analyst/ IM Administrator	1	2
I.4 Database Modeller/ IM Modeller	3	2
I.5 IM Architect	3	2
I.9 System Administrator	3	2
I.9 System Administrator	2	2
I.9 System Administrator	1	2
I.10 Technical Architect (Core)	3	3
I.10 Technical Architect	2	3
I.10 Technical Architect	1	3
I.11 Technology Architect (Core)	3	3
I.11 Technology Architect	2	3
I.11 Technology Architect	1	3

## 2.2.2 Tasks:

### (a) I.1 Data Conversion Specialist – Level 3

The Data Conversion Specialist – Level 3 tasks include, but are not limited to, the following:

- i) Oversee all facilities of the conversion process.
- ii) Complete mapping, interfaces, mock conversion work, enhancements, actual conversion, and verify completeness and accuracy of converted data.
- iii) Establish a strong working relationship with all clients, interact effectively with all levels of client personnel, and provide conversion support.
- iv) Analyze and coordinate data file conversions.
- v) Work with importing files from heterogeneous platforms.

### (b) I.2 Database Administrator – Level 1

The Database Administrator – Level 1 tasks include, but are not limited to, the following:

- i) Install, configure and manage Oracle database servers on UNIX and Windows-based servers,
- ii) Verify the functionality and reliability of all Oracle backup procedures,
- iii) Ensure that the Oracle environment is secure,
- iv) Liaise with the technical support staff at Headquarters and Regional Offices to provide technical support, resolve problems and for planned installations,
- v) Participate in the installation of Oracle on Workstations, Middle-Tier and Back-end Servers (UNIX and Windows),
- vi) Participate in exercises to improve performance on CSC applications. This includes the use of Oracle Performance Tuning Pack, Oracle Enterprise Manager and other tools used for performance measurement,
- vii) Use both off-the-shelf and customized monitoring tools to maintain service levels on CSC applications,
- viii) Ensure that all problems and changes are addressed in a timely manner, giving priority to those that affect the most users and/or mission critical systems,
- ix) Maintain appropriate backup and recovery methods for CSC applications,
- x) Create and modify user accounts, privileges and share permissions upon receipt of approved request forms; requests that cannot be handled by the National Service Desk,
- xi) Delete user accounts for staff that are no longer associated with CSC,
- xii) Prepare problem summary reports, and
- xiii) Participate in reviews of strategies and approaches to the provision of services.

### (c) I.2 Database Administrator – Level 2

The Database Administrator – Level 2 tasks include, but are not limited to, the Database Administrator - Level 1 tasks above, and the following:

- i) Perform performance tuning of the databases and the applications code,
- ii) Advise and document the installation of Oracle on Workstations, Middle-Tier and Back-end Servers (UNIX and Windows),
- iii) Review security procedures and practices relating to the installation of Oracle, the installation and administration of Oracle application systems and individual user access to CSC data,

- iv) Lead exercises to improve performance on CSC applications. This includes the use of Oracle Performance Tuning Pack, Oracle Enterprise Manager and other tools used for performance measurement,
- v) Design and build both off-the-shelf and customized monitoring tools to maintain service levels on CSC applications,
- vi) Design and build appropriate backup and recovery methods for CSC applications,
- vii) Review and provide feedback of existing Backup and Recovery methodologies,
- viii) Document practices and procedures used to support Oracle application systems, and
- ix) Lead reviews of strategies and approaches to the provision of services.

(d) I.2 Database Administrator – Level 3

The Database Administrator – Level 3 tasks include, but are not limited to, the Database Administrator - Level 1 and 2 tasks above, and the following:

- i) Supervise level 1 and 2 database resources; and,
- ii) Perform significant Oracle database software upgrades.

(e) I.3 Database Analyst / IM Administrator – Level 1

The Database Analyst / IM Administrator – Level 1 tasks include, but are not limited to, the following:

- i) Participate in the generation of new databases with the client.
- ii) Work very closely with the users in order to maintain and safeguard the database.
- iii) Maintain data dictionaries.
- iv) Implement procedures that will ensure the accuracy, completeness, and timeliness of data stored in the database.
- v) Implement security procedures for the database, including access and user account management.
- vi) Maintain configuration control of the database.
- vii) Perform and/or coordinate updates to the database design.
- viii) Control and coordinate changes to the database, including the deletion of records, changes to the existing records, and additions to the database.
- ix) Coordinate and implement back-up, disaster recovery and virus protection procedures.

(f) I.3 Database Analyst / IM Administrator – Level 2.

The Database Analyst / IM Administrator – Level 2 tasks include, but are not limited to, the Database Administrator - Level 1 tasks above and the following:

- i) Define new database structures.
- ii) Define data conversion strategy.
- iii) Define database conversion specifications.
- iv) Customize data base conversion routines.
- v) Finalize Conversion Strategy.
- vi) Identify requirements for improvements to existing databases by determining users' information requirements and system performance and functional requirements.
- vii) Develop procedures that will ensure the accuracy, completeness, and timeliness of data stored in the database.
- viii) Mediate and resolve conflicts among users' needs for data.
- ix) Develop security procedures for the database, including access and user account management
- x) Advise programmers, analysts, and users about the efficient use of data.

- xi) Develop back-up, disaster recovery and virus protection procedures.

(g) The Database Analyst / IM Administrator – Level 3

The Database Analyst / IM Administrator – Level 3 tasks include, but not limited to the Database Administrator – Level 1 and 2 tasks above and the following:

- i) Supervise one or more Level 1 and 2 Database Analyst/IM Administrators, each responsible for an element of the project and its associated project team.

(h) I.4 Database Modeller / IM Modeller – Level 3

The Database Modeller/IM Modeller – Level 3 tasks include, but are not limited to, the following:

- i) Design, develop and maintain logical data models.
- ii) Analyze proposed changes to databases from the context of the logical data model.
- iii) Provide technical expertise in the use and optimization of data modeling techniques to team members.
- iv) Provide technical assistance, guidance and direction in terms of data analysis and modeling to team members.
- v) Provide assistance to project team and business users relating to data issues and data analysis concepts.
- vi) Participate in the development of data modeling and metadata policies and procedures.
- vii) Participate in data analysis as a result of new/updated requirements.
- viii) Apply approved changes to logical data models.
- ix) Comply with corporate data architectures, strategies and frameworks, including enterprise data warehouse activities.
- x) Analyze and evaluate alternative data architecture solutions to meet business problems /requirements to be incorporated into the corporate data architecture.
- xi) Review corporate architecture strategies and directions, data requirements, and business information needs and devise data structures to support them.
- xii) Improve modeling efficiency through recommendations on how to better utilize current metadata repositories.
- xiii) Comply with corporate repository metadata directions.
- xiv) Provide input to refinement of data architectures.
- xv) Participate in data architecture refinement.
- xvi) Define access strategies.
- xvii) Construct, monitor and report on work plans and schedules.

(i) I.5 IM Architect – Level 3

The IM Architect - Level 3 tasks include, but are not limited to, the following:

- i) Analyse existing capabilities and requirements, develop redesigned frameworks and recommend areas for improved capability and integration. Develop and document detailed statements of requirements.
- ii) Evaluate existing procedures and methods, identify and document database content, structure, and application subsystems, and develop data dictionary.
- iii) Define and document interfaces of manual to automated operations within application subsystems, to external systems, and between new and existing systems.
- iv) Prototype potential solutions provide trade-off information and suggest recommended courses of action.
- v) Perform information modelling in support of BPR implementation.

- vi) Perform cost/benefit analysis of implementing new processes and solutions.
- vii) Provide advice in developing and integrating process and information models between business processes to eliminate information and process redundancies.
- viii) Provide advice in defining new requirements and opportunities for applying efficient and effective solutions; identify and provide preliminary costs of potential options.

(j) I.9 System Administrator – Level 1,

The System Administrator – Level 1 tasks include, but are not limited to, the following:

- i) Install, monitor, upgrade and maintain operating systems.
- ii) Install, monitor, upgrade and maintain hardware and software.
- iii) Apply problem solving skills to troubleshoot and resolve technical problems.
- iv) Ensure timely and reliable system administration procedures, such as backup and/or recovery.

(k) I.9 System Administrator – Level 2

The System Administrator – Level 2 tasks include, but are not limited to, the System Administrator – Level 1 tasks above, and the following:

- i) Work with Business Analysts, Project Managers, Developers, and clients/stakeholders to maintain and improve software performance.
- ii) Analyze system performance and recommend improvements.

(l) I.9 System Administrator – Level 3

The System Administrator – Level 3 tasks include, but are not limited to, the System Administrator – Level 1 and 2 tasks above, and the following:

- i) Manage one or more System Administrator Levels 1 and 2, each responsible for an element of the project and its associated project team.

(m) I.10 Technical Architect – Level 1

The Technical Architect Level 1 tasks include, but are not limited to, the following:

- i) Develop technical architectures, frameworks and strategies, either for an organization or for a major application area, to meet the business and application requirements.
- ii) Identify policies and requirements that drive out a particular solution.
- iii) Analyze and evaluate alternative technology solutions to meet business problems.
- iv) Participate in the integration of all aspects of technology solutions.
- v) Review computer software systems and data requirements as well as communication and response needs and determine operating systems and languages needed to support them.

(n) I.10 Technical Architect – Level 2

The Technical Architect – Level 2 tasks include, but are not limited to, the Technical Architect – Level 1 tasks above and the following:



- i) Evaluate hardware and software relative to their ability to support specified requirements and, by determining potential and actual bottlenecks, and improve system performance through recommended hardware changes.
- ii) Lead the integration of all aspects of technology solutions.
- iii) Present clients with alternative technology solutions to meet business problems.

(o) I.10 Technical Architect – Level 3

The Technical Architect – Level 3 tasks include, but are not limited to, the Technical Architect – Level 1 tasks above and the following:

- i) Manage one or more Technical Architect Levels 1 and 2, each responsible for an element of the project and its associated project team.

(p) I.11 Technology Architect – Level 1,

The Technology Architect – Level 1 tasks include, but are not limited to, the following:

- i) Develop technical architectures, frameworks and strategies, either for an organization or for a major application area, to meet the business and application requirements.
- ii) Identify the policies and requirements that drive out a particular solution.
- iii) Analyze and evaluate alternative technology solutions to meet business problems.
- iv) Participate in the integration of all aspects of technology solutions.
- v) Provide information, direction and support for emerging technologies.
- vi) Perform impact analysis of technology changes.
- vii) Provide support to applications and/or technical support teams in the proper application of existing infrastructure.
- viii) Participate in the review of application and program designs, or technical infrastructure designs, to ensure adherence to standards and to recommend performance improvements.

(q) I.10 Technology Architect – Level 2

The Technology Architect – Level 2 tasks include, but are not limited to, the Technology Architect – Level 1 tasks above and the following:

- i) Lead the integration of all aspects of technology solutions.
- ii) Present clients with alternative technology solutions to meet business problems.
- iii) Monitor industry trends to ensure that solutions fit with government and industry directions for technology.
- iv) Lead application and program design, or technical infrastructure design, to ensure adherence to standards and to recommend performance improvements.

(r) I.11 Technology Architect – Level 3

The Technology Architect – Level 3 tasks include, but are not limited to, the Technology Architect – Level 1 and 2 tasks above and the following:

- i) Manage one or more Technology Architect Levels 1 and 2 each responsible for an element of the project and its associated project team.

## 2.3 Deliverables and Acceptance Criteria

- 2.3.1 Deliverables will be identified within TAs issued under the Contract. The Contractor must ensure that all Deliverables submitted are in conformity with the instructions issued by the Technical Authority as specified in the TA. The scope of work attached to each TA will identify the particular deliverable(s), tasks, and other relevant areas of consideration that are required to be implemented by the Contractor in the provision of Services.
- 2.3.2 Unless specified otherwise by the Technical Authority, the Contractor must provide all required documents in both hard copy and/or electronic copy in a format compatible with the CSC software suite in effect at deliverable time.
- 2.3.3 The Contractor must provide the following deliverables and service requirements as-and-when requested by a Task Authorization, but are not limited to the following:
  - (a) Dependency, time/cost estimates and impact assessments
  - (b) Regular maintenance releases;
  - (c) Emergency releases (including patches and bug fixes);
  - (d) Testing of application code and performance and of databases;
  - (e) Technical / Architectural recommendations;
  - (f) Other reporting as required; and
  - (g) Draft and final report.
- 2.3.4 The Contractor must submit all scheduled and requested deliverables to the CSC Technical Authority (or due designate) in accordance with the delivery date set out in each TA Form. All text deliverables must be delivered in both paper copy and mutually acceptable distribution media (USB Stick, CD, DVD, etc.).
- 2.3.5 Reporting Requirements:
  - (a) The Contractor must submit monthly written progress reports along with the monthly invoice. On occasion, the Contractor may also be requested to produce additional progress reports. At a minimum, each progress report must document the following information:
    - i) Activities performed in the period covered, including any aspects that may negatively impact the progression or completion of tasks;
    - ii) Status of any outstanding activities that may extend beyond identified timelines; and
    - iii) Description of any other concerns encountered which will require attention or escalation.

## 2.4 Constraints

- 2.4.1 Business Environment
  - (a) The resources must be available to work on CSC premises within National Capital Region (NCR) between the hours of 07:00 to 17:00, Monday to Friday (normal business hours), unless otherwise agreed upon by the Contractor and Technical Authority. CSC's core working hours are Monday to Friday, 9 a.m. to 3 p.m. Eastern Time.
  - (b) The resources must be fluent in the English language. Fluent means that the individuals must be able to communicate orally and in writing without any assistance and with minimal errors.
  - (c) All the work associated with this Statement of Work is planned to be carried out in the NCR. No travel costs will be reimbursed by CSC under this contract. All travel costs will be at the expense of the Contractor.
- 2.4.2 Technical Environment:

There are several application development environments at CSC which will be supported or utilized by resources under this contract:

a) Legacy Environments

- i) The OMS-L system runs in a two-tiered distributed environment on HP Alpha (AXP) mini-computers using VMS cluster technology over a wide area network using DECnet and TCP/IP. The software for the OMS-L system was developed using Cognos Powerhouse products and the "C" programming language.
- ii) The OMS-M system was developed using Visual Basic 6.0 and Active Server Pages/COM+ and is running on Windows 2000 Microsoft Internet Application Server.

b) Current/Future Environments

- i) Desktop Tier: Windows XP SP3, Visual Studio 2010 & Team Foundation Suite, ASP.NET, Oracle 11g Client Toolset, Windows Presentation Foundation and/or Silverlight v4.0
- ii) Middle Tier: Windows Server 2008, .Net 4.0 Framework, WCF Services
- iii) DataBase Tier: HP-UX 11iV3, Oracle 11g R1 Real Application Clusters

- 2.4.3 It is expected that Microsoft Dynamics CRM technology, including MS SQL Server, will also be utilized in future application development projects

## **2.5 Support Provided by Canada**

- 2.5.1 The contractor will be provided access to CSC's facilities, Technical Authority and personnel; computer equipment, network/server/databases, Departmental intranet, an office space; relevant documentation and reference materials to which the Contractor would not otherwise have access;
- 2.5.2 Names and telephone numbers of required departmental/federal/provincial contacts;
- 2.5.3 Comments and revisions on the Contractor's draft deliverable submissions within the timeframe specified in the resultant TA; and;
- 2.5.4 Other assistance and support as appropriate.

## APPENDIX A TO ANNEX A

### TASKING ASSESSMENT PROCEDURE

1. Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Appendix B to Annex A will be provided to the Contractor. Once a draft TA Form is received, the Contractor must submit to the Technical Authority a quotation of rates to supply the requested Resource Categories based on the information identified in the TA Form. The quotation must be signed and submitted to Canada within the time for response identified in the TA Form. The Contractor will be given a minimum of 48 hours turnaround time to submit a quotation.
2. For each proposed resource the Contractor must supply a résumé, the requested security clearance information and must complete the Response Tables at Appendix C of Annex A applicable to the Resource Categories identified in the draft TA. The same individual must not be proposed for more than one Resource Category. The résumés must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:
  - (i) Proposed resources may be employees of the Contractor or employees of a subcontractor, or these individuals may be independent contractors to whom the Contractor would subcontract a portion of the Work. (Refer to Appendix D to Annex A, Certifications).
  - (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the draft TA was first issued to the Contractor.
  - (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of draft TA issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and Contract Period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this Contract or if the entity is not specified, the issuer must have been an accredited or otherwise recognized body, institution or entity at the time the document was issued.
  - (iv) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.
  - (v) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the résumé does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.
  - (vi) A résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the TA Form, will not be considered "demonstrated" for the purposes of the assessment. The Contractor should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one

project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.

3. The qualifications and experience of the proposed resources will be assessed against the requirements set out in Appendix C to Annex A to determine each proposed resource's compliance with the mandatory and rated criteria. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not assess any points or consider a mandatory criterion met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Contractor by e-mail, to allow the Contractor to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Contractor, the information supplied by the reference will be the information assessed. Points will not be allocated or a mandatory criteria considered as met if the reference customer is not a customer of the Contractor itself (for example, the customer cannot be the customer of an affiliate of the Contractor). Nor will points be allocated or a mandatory criteria considered as met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Contractor. Crown references will be accepted.
4. During the assessment of the resources proposed, should the references for two or more resources required under that TA either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Contracting Authority may find the quotation to be non-responsive.
5. Only quotations that meet all of the mandatory criteria will be considered for assessment of the point rated criteria. Each resource proposed must attain the required minimum score for the point rated criteria for the applicable Resource Category. If the minimum score for any proposed resource is less than what is required, the Contractor's quotation will be found to be non-responsive.
6. Once the quotation has been accepted by the Technical Authority, the TA Form will be signed by Canada and provided to the Contractor for signature. The TA Form must be appropriately signed by Canada prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

**APPENDIX B TO ANNEX A**  
**TASK AUTHORIZATION FORM**

TASK AUTHORIZATION (TA) FORM				
<b>Contractor:</b>		<b>Contract Number:</b>		
<b>Commitment: #</b>		<b>Financial Coding:</b>		
<b>Task Number (Amendment):</b>		<b>Issue Date:</b>	<b>Response Require By:</b>	
<b>1. Statement of Work (Work Activities, Certifications and Deliverables)</b>				
See attached for Statement of Work and Certifications required.				
<b>2. Period of Service:</b>	<b>From (Date)</b>		<b>To (Date)</b>	
<b>3. Other Conditions/Constraints:</b>				
<b>4. Contractor's Response:</b>				
<b>5. Service Description:</b>				
<b>Category and Name of Proposed Resource</b>	<b>PWGSC Security File Number</b>	<b>Per Diem Rate</b>	<b>Estimated # of Days</b>	<b>Total Cost</b>
<b>Estimated Cost</b>				
<b>Applicable Taxes</b>				
<b>Total Labour Cost</b>				
<b>Firm Price or Maximum TA Price</b>				
<b>10. Contractor's Signature</b>				

TASK AUTHORIZATION (TA) FORM	
Name, Title and Signature of Individual Authorized to Sign on behalf of the <b>Contractor</b> (type or Print)  _____	Signature: _____  Date: _____
<b>11. Approval – Signing Authority</b>	
<b>Signatures (Client)</b> Name, Title and Signature of Individual Authorized to sign:  Technical Authority:  _____  Date:  _____	<b>Signatures (PWGSC)</b>  Contracting Authority:  _____  Date:  _____
Signature required for projects valued at \$400,000 or more, Applicable Taxes included.	
You are requested to sell to her Majesty the Queen in Right of Canada, in accordance with the terms and conditions set out herein, referred to herein, or attached hereto, the services listed herein and in any attached sheets at the price set out thereof.	

## APPENDIX C TO ANNEX A

## RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Annex. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

**Note to Bidders:** Attachment 4.1 – Bid Evaluation Criteria to be inserted and will form part of the resulting Contract.



## **APPENDIX D TO ANNEX A**

### **CERTIFICATIONS AT THE TA STAGE**

The following Certifications are to be used, as applicable. If they apply, they must be signed and attached to the Contractor's quotation when it is submitted to Canada.

#### **1. CERTIFICATION OF EDUCATION AND EXPERIENCE**

The Contractor certifies that all the information provided in the résumés and supporting material proposed for completing the subject work, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Contractor to be true and accurate. Furthermore, the Contractor warrants that every individual proposed by the Contractor for the requirement is capable of performing the Work described in the Task Authorization.

---

Print name of authorized individual & sign above

---

Date

#### **2. CERTIFICATION OF AVAILABILITY OF PERSONNEL**

The Contractor certifies that, should it be authorized to provide services under this Task Authorization, the persons proposed in the quotation will be available to commence performance of the work within a reasonable time from the date of issuance of the valid Task Authorization, or within the time specified in the TA Form, and will remain available to perform the work in relation to the fulfillment of the requirement.

---

Print name of authorized individual & sign above

---

Date

#### **3. CERTIFICATION OF STATUS OF PERSONNEL**

If the Contractor has proposed any individual who is not an employee of the Contractor, the Contractor certifies that it has permission from that individual to propose his/her services in relation to the Work to be performed under this TA and to submit his/her résumé to Canada. At any time during the Contract Period the Contractor must, upon request from the Contracting Authority, provide the written confirmation, signed by the individual, of the permission that was given to the Contractor of his/her availability. Failure to comply with the request may result in a default under the Contract in accordance with the General Conditions.

---

Print name of authorized individual & sign above

---

Date

#### **4. CERTIFICATION OF LANGUAGE - English**

The Contractor certifies that the proposed resource(s) in response to this draft Task Authorization is/are fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

---

Print name of authorized individual & sign above

---

Date

**ANNEX B**

**BASIS OF PAYMENT**

**INITIAL CONTRACT PERIOD:**

Initial Contract Period (Date of Contract award to 3 year later)		
Resource Category	Level of Expertise	Firm Per Diem Rate
I.1 Data Conversion Specialist	3	\$
I.2 Database Administrator (Core)	3	\$
I.2 Database Administrator	2	\$
I.2 Database Administrator	1	\$
I.3 Database Analyst/ IM Administrator	3	\$
I.3 Database Analyst/ IM Administrator	2	\$
I.3 Database Analyst/ IM Administrator	1	\$
I.4 Database Modeller/ IM Modeller	3	\$
I.5 IM Architect	3	\$
I.9 System Administrator	3	\$
I.9 System Administrator	2	\$
I.9 System Administrator	1	\$
I.10 Technical Architect (Core)	3	\$
I.10 Technical Architect	2	\$
I.10 Technical Architect	1	\$
I.11 Technology Architect (Core)	3	\$
I.11 Technology Architect	2	\$
I.11 Technology Architect	1	\$

**OPTION PERIODS:**

Option Period 1 (      to      )		
Resource Category	Level of Expertise	Firm Per Diem Rate

I.1 Data Conversion Specialist	3	\$
I.2 Database Administrator (Core)	3	\$
I.2 Database Administrator	2	\$
I.2 Database Administrator	1	\$
I.3 Database Analyst/ IM Administrator	3	\$
I.3 Database Analyst/ IM Administrator	2	\$
I.3 Database Analyst/ IM Administrator	1	\$
I.4 Database Modeller/ IM Modeller	3	\$
I.5 IM Architect	3	\$
I.9 System Administrator	3	\$
I.9 System Administrator	2	\$
I.9 System Administrator	1	\$
I.10 Technical Architect (Core)	3	\$
I.10 Technical Architect	2	\$
I.10 Technical Architect	1	\$
I.11 Technology Architect (Core)	3	\$
I.11 Technology Architect	2	\$
I.11 Technology Architect	1	\$

Option Period 2 ( _____ to _____ )		
Resource Category	Level of Expertise	Firm Per Diem Rate
I.1 Data Conversion Specialist	3	\$
I.2 Database Administrator (Core)	3	\$
I.2 Database Administrator	2	\$
I.2 Database Administrator	1	\$
I.3 Database Analyst/ IM Administrator	3	\$

I.3 Database Analyst/ IM Administrator	2	\$
I.3 Database Analyst/ IM Administrator	1	\$
I.4 Database Modeller/ IM Modeller	3	\$
I.5 IM Architect	3	\$
I.9 System Administrator	3	\$
I.9 System Administrator	2	\$
I.9 System Administrator	1	\$
I.10 Technical Architect (Core)	3	\$
I.10 Technical Architect	2	\$
I.10 Technical Architect	1	\$
I.11 Technology Architect (Core)	3	\$
I.11 Technology Architect	2	\$
I.11 Technology Architect	1	\$

## ANNEX C - SECURITY REQUIREMENTS CHECK LIST



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat  
Common PS SRCL#6

Security Classification / Classification de sécurité  
UNCLASSIFIED

### SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction Acquisitions Branch
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail Professional Services - Standing Offers and Supply Arrangements	
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <div style="float: right;"> <input checked="" type="checkbox"/> No Non           <input type="checkbox"/> Yes Oui         </div>	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <div style="float: right;"> <input checked="" type="checkbox"/> No Non           <input type="checkbox"/> Yes Oui         </div>	
6. Indicate the type of access required / Indiquer le type d'accès requis	
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <div style="float: right;"> <input type="checkbox"/> No Non           <input checked="" type="checkbox"/> Yes Oui         </div>	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <div style="float: right;"> <input checked="" type="checkbox"/> No Non           <input type="checkbox"/> Yes Oui         </div>	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <div style="float: right;"> <input checked="" type="checkbox"/> No Non           <input type="checkbox"/> Yes Oui         </div>	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès	
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>
Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>  Not releasable À ne pas diffuser <input type="checkbox"/>  Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>   Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of Information / Niveau d'information	
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/> PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/> PROTECTED C PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) <input type="checkbox"/> TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>
<div style="float: right;">         PROTECTED A PROTÉGÉ A <input type="checkbox"/>          PROTECTED B PROTÉGÉ B <input type="checkbox"/>          PROTECTED C PROTÉGÉ C <input type="checkbox"/>          CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>          SECRET <input type="checkbox"/>          TOP SECRET <input type="checkbox"/>          TRÈS SECRET <input type="checkbox"/>          TOP SECRET (SIGINT) <input type="checkbox"/>          TRÈS SECRET (SIGINT) <input type="checkbox"/> </div>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

**Canada**



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

Common PS SRCL#6

Security Classification / Classification de sécurité  
UNCLASSIFIED

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET- SIGINT<br>TRÈS SECRET - SIGINT         | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes  
Non Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes  
Non Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes  
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

Common PS SRCL#6

Security Classification / Classification de sécurité  
UNCLASSIFIED

**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO					COMSEC				
	A	B	C	CONFIDENTIAL  CONFIDENTIEL	SECRET	TOP SECRET  TRÈS SECRET	NATO RESTRICTED  NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET  COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET  TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

Common PS SRCL#8

Security Classification / Classification de sécurité  
UNCLASSIFIED

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Centralized Professional Services System, CPSS

Professional Services - Methods of Supply

*Reuben Lorne*

Telephone No. - N° de téléphone  
000-000-0000

Facsimile No. - N° de télécopieur  
000-000-0000

E-mail address - Adresse courriel  
SSPC.CPSS@tpsgc-pwgsc.gc.ca

Date  
2012/03/13

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Charron, Annick

SO

*Annick Charron*

Telephone No. - N° de téléphone  
819-950-0815

Facsimile No. - N° de télécopieur  
819-954-1449

E-mail address - Adresse courriel  
annick.charron@tpsgc-pwgsc.gc.ca

Date

*March 20, 2012*

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No

☐ Yes

☐ Non

☐ Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

*Jacques Saumur*

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

*27-MARCH-2012*

**Jacques Saumur**

Contract Security Officer, Contract Security Division

Jacques.Saumur@tpsgc-pwgsc.gc.ca

Tel/Tél - 613-948-1732 / Fax/Téléc - 613-954-4171

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada

## ATTACHMENT 3.1

### BIDDER FORM

BID SUBMISSION FORM		
<b>Bidder's full legal name</b>		
<b>Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)</b>	Name	
	Title	
	Address	
	Telephone #	
	Fax #	
	Email	
<b>Bidder's Procurement Business Number (PBN)</b> [see the Standard Instructions 2003]  <b>[Note to Bidders: Please ensure that the PBN you provide matches the legal name under which you have submitted your bid. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the Bidder will be required to submit the PBN that matches the legal name of the Bidder.]</b>		
<b>Jurisdiction of Contract:</b> Province or territory in Canada the Bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)		
<b>Former Public Servants</b>  See the Article in Part 2 of the bid solicitation entitled Former Public Servant for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____  If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"	
	Is the Bidder a FPS who received a lump sum payment under the terms of the Work Force Adjustment Directive? Yes ____ No ____  If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant"	
<b>Security Clearance Level of Bidder</b>		

<p>[include both the level and the date it was granted]</p> <p><b>[Note to Bidders: Please ensure that the security clearance matches the legal name of the Bidder. If it does not, the security clearance is not valid for the Bidder.]</b></p>		
<p>On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none"> <li>1. The Bidder considers itself and its proposed resources able to meet all the mandatory requirements described in the bid solicitation;</li> <li>2. This bid is valid for the period requested in the bid solicitation;</li> <li>3. All the information provided in the bid is complete, true and accurate; and</li> <li>4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.</li> </ol>		
<p><b>Signature of Authorized Representative of Bidder</b></p>		

## ATTACHMENT 4.1

### BID EVALUATION CRITERIA

#### 1.0 Technical Evaluation:

The proposal will be evaluated and scored in accordance with the following evaluation mandatory and rated technical criteria.

It is imperative that the proposal address the mandatory corporate criteria, as well as the mandatory criteria for the Core resources, and demonstrate that the requirements are met. All information required to demonstrate that the criteria are met must be in the bid before bid closing.

For the bid, wherever degrees, diplomas and/or certifications are required for the 3 Core categories, bidders must include copies of the required documents (or official transcripts) in their bid by the closing date.

For resources that are required post-contract award, for both Core and non-Core categories, the Technical Authority may also request copies of diplomas, degrees and/or certifications with the proposed resources CVs to validate their education.

## 1. CORPORATE REQUIREMENT

### 1.1 Bidder Mandatory Criteria

Corporate Mandatory Criteria			
Item	Mandatory Requirements	Met/ Not Met	Reference
<b>M1</b>	<p>The Bidder must have worked on 2 contracts for IM/IT services within the last 10 years with a Government of Canada (GoC) department or Agency, Crown Corporation or Provincial/Territorial Government department or Agency.</p> <p>Note: Admissible GoC Crown Corporations and Agencies are found in the following links: <a href="http://www.tbs-sct.gc.ca/gov-gouv/rc-cr/links-liens-eng.asp">http://www.tbs-sct.gc.ca/gov-gouv/rc-cr/links-liens-eng.asp</a>  <a href="http://www.canada.ca/en/gov/dept/">http://www.canada.ca/en/gov/dept/</a></p> <ul style="list-style-type: none"> <li>Each referenced contract must have been worked on in the last 10 years (as of bid closing date), and if the contract is currently valid, it must have been in place for a minimum of 6 months prior to the bid closing date;</li> <li>Each referenced contract must have had a minimum value of \$5 million (taxes included);</li> <li>Each referenced contract must have been with an organization with a user-base of at least 5,000 users;</li> <li>The Bidder must have provided a minimum of 15 resources for each referenced contract; and</li> <li>The Bidder must have acted as the Prime Contractor on each referenced contract.</li> </ul> <p>The Bidder must have been the prime contractor, rather than a subcontractor. This means that the Bidder contracted directly with the Government of Canada (GoC) department or Agency, Crown Corporation or Provincial/Territorial Government department or Agency for the work. If the Bidder's contract referenced for this criterion was to perform work from which another entity had first contracted to perform, the Bidder will not be considered the prime contractor. For example, Z (customer) contracted with Company Y for services. Company Y, in turn, entered into a contract with Company X to provide all or part of these services to Z. In this example, Company Y is a prime contractor and Company X is a subcontractor.</p> <p>Also, for bids from Joint Ventures (JV), the JV Prime (the Aboriginal company), must have been the Prime Contractor for at least 1 of the 2 referenced</p>		

Corporate Mandatory Criteria			
	<p>contracts</p> <p>The Bidder must provide the following information for each contract referenced:</p> <ol style="list-style-type: none"> <li>1. Name of the client organization(s)</li> <li>2. Start and end dates of the contracts;</li> <li>3. Contract Number;</li> <li>4. Nature and scope of the services provided;</li> <li>5. A list of 15 resources who worked on the contract, including their respective categories, start dates and end dates.</li> <li>6. A customer reference that can attest to the Bidder's experience.</li> </ol>		
<b>M2</b>	<p>The Bidder must demonstrate that they have provided resources in at least 2 of the 3 Core categories, with an aggregate level of effort of at least 200 days billed within the last 3 years for each of the 2 referenced Core categories. The bidder must have been the Prime Contractor providing the resources to Federal, Provincial or Territorial government clients.</p> <p>I2: Database Administrator (Levels 1, 2 and 3 are all applicable)  I10: Technical Architect (Levels 1, 2 and 3 are all applicable)  I11: Technology Architect (Levels 1, 2 and 3 are all applicable)</p> <p>Note: The Bidder may reference multiple contracts and clients in order to demonstrate the required aggregate level of effort for each Core category.</p> <p>The Bidder must provide the following information for each contract referenced:</p> <ol style="list-style-type: none"> <li>1. Name of the client organization(s);</li> <li>2. Start and end dates of the contract(s);</li> <li>3. Contract number;</li> <li>4. Nature and scope of the services provided;</li> <li>5. Resource categories who worked in the Core categories, number of days worked by each resource, and their respective start and end dates.</li> <li>6. A customer reference that can attest to the Bidder's experience.</li> </ol>		

## 1.2 Bidder Rated Criteria

Corporate Rated Criteria			
Item	Rated Requirements	Pts	Reference
<b>R1</b>	<p>Demonstrate that the Bidder has worked on contracts within the last 10 years, as the Prime Contractor for Federal, Provincial or Territorial Departments or Agencies, where the Bidder managed the knowledge transfer process in order to transfer work from its resources to the client's employees, by providing the following information for each contract referenced:</p> <ol style="list-style-type: none"> <li>1. Name of the client organization(s);</li> <li>2. Start and end dates of the contracts;</li> </ol>	<b>/15</b>	5 points per contract up to a maximum of 15 points.

Corporate Rated Criteria			
Item	Rated Requirements	Pts	Reference
	3. Contract numbers; 4. The roles and tasks (including relevant technologies) that were transferred to the client's employees, and the processes and methodologies that were utilized to perform the knowledge transfer; 5. A customer reference that can attest to the Bidder's experience.		
<b>R2</b>	<p>Designate a Client Representative and demonstrate that he/she has experience providing contract management services and managed teams of resources within the last 10 years for Federal, Provincial or Territorial Departments or Agencies, on contracts for which the Bidder was the Prime Contractor, as follows:</p> <p>a) Number of months/years of experience providing contract management services and managing teams of resources for Federal, Provincial or Territorial Department or Agency clients (maximum 10 points).</p> <p>and</p> <p>b) Number of resources simultaneously managed, on 1 or more contracts, for a single Federal, Provincial or Territorial Department or Agency client (maximum 10 points),</p> <p>By providing the following information for each contract referenced:</p> <ol style="list-style-type: none"> <li>1. Name of the client organization(s);</li> <li>2. The total number of years of experience of the Bidder's Client Representative in performing the above mentioned tasks;</li> <li>3. The start and end dates of the referenced assignment(s) of the Client Representative;</li> <li>4. A list of the resource categories simultaneously managed by the Bidder's Client Representative;</li> <li>5. Contract number(s) of the referenced contracts managed by the Client Representative;</li> <li>6. Details about the work performed by the Client Representative on the assignment(s);</li> <li>7. A customer reference that can attest to the Client Representative's experience.</li> </ol>	<b>/20</b>	<p>a)</p> <p>Over 7 years - 10 points            Over 5 up to 7 years - 8 points            Over 3 up to 5 years - 6 points            Over 2 up to 3 years - 4 points            6 months to 2 years - 2 points            Less than 6 months – 0 points</p> <p>and</p> <p>b)</p> <p>Over 40 resources - 10 points            Over 30 up to 40 resources - 8 points            Over 20 up to 30 resources - 6 points            Over 10 up to 20 resources - 4 points            1 to 10 resources - 2 points</p>
<b>R3</b>	<p>Demonstrate that the Bidder has worked on other contracts above and beyond those required in M1 within the last 10 years and as the Prime Contractor, by providing the following information for each contract referenced:</p> <ol style="list-style-type: none"> <li>1. Name of the client organization(s)</li> </ol>	<b>/20</b>	10 points per contract up to a maximum of 20 points

Corporate Rated Criteria			
Item	Rated Requirements	Pts	Reference
	2. Start and end dates of the contracts; 3. Contract Number(s); 4. Nature and scope of the services provided; 5. A list of 15 or more resources who worked on the contract, including their respective categories, start dates and end dates; 6. A customer reference that can attest to the Bidder's experience.		
Total Points		55	
Pass Mark		44	
TOTAL POINTS ACHIEVED			

## **2. RESOURCE REQUIREMENT**

<b>Category of Personnel</b>	<b>Levels</b>
I.1 Data Conversion Specialist	3
I.2 Database Administrator (Core)	3
I.2 Database Administrator	2
I.2 Database Administrator	1
I.3 Database Analyst/IM Administrator	3
I.3 Database Analyst/IM Administrator	2
I.3 Database Analyst/IM Administrator	1
I.4 Database Modeller/IM Modeller	3
I.5 IM Architect	3
I.9 System Administrator	3
I.9 System Administrator	2
I.9 System Administrator	1
I.10 Technical Architect (Core)	3
I.10 Technical Architect	2
I.10 Technical Architect	1
I.11 Technology Architect (Core)	3
I.11 Technology Architect	2
I.11 Technology Architect	1

### **2.1 I.1 Data Conversion Specialist**

#### **2.1.1 - I.1 Data Conversion Specialist, Level 3**

##### **Mandatory Criteria**

<b>Mandatory Criteria I.1 Data Conversion Specialist, Level 3</b>		<b>Statement of Compliance and Cross Reference to Written Proposal /CV</b>
<b>M1</b>	<p>The Bidder's proposed resource must possess either of the following.</p> <p>A College diploma or a University degree in Informatics, Science, Mathematics, Computer Programming or Engineering.</p> <p>For resources that are required post-contract award, the Bidder may be requested to provide a copy of diploma or degree (or official transcript) as proof of education.</p>	
<b>M2</b>	<p>The Bidder's proposed resource must have minimum of 10 years of experience within the last 15 years overseeing all</p>	



	<p>aspects of the data conversion process including all of the following tasks; mapping, interfaces, mock conversion work, enhancements, actual conversion and data verification.</p> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p> <ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including tasks, technologies used and deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ol>	
<b>M3</b>	<p>The Bidder's proposed resource must have a minimum of 10 years of experience within the last 15 years analyzing and coordinating data file conversions and imports from heterogeneous platforms for Federal, Provincial or Territorial departments or agencies</p> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p> <ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ol>	

## **2.2 I.2 Database Administrator**

### **2.2.1 I.2 Database Administrator, Level 3 (Core category)**

#### **Mandatory Criteria**

<b>Mandatory Criteria</b> <b>I.2 Database Administrator, Level 3</b> <b>(Core)</b>		<b>Statement of Compliance and Cross Reference</b> <b>to Written Proposal /CV</b>
<b>M1</b>	<p>The Bidder's proposed resource must have a minimum of 10 years of experience within the last 15 years performing all of the following tasks for Federal, Provincial or Territorial departments or agencies: Oracle database design, Oracle administration services, and Oracle support services.</p> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p>	

	<ol style="list-style-type: none"> <li>1. Name of the client</li> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ol>	
<b>M2</b>	<p>The Bidder's proposed resource must have a minimum of 10 years of experience within the last 15 years performing all of the following tasks for Federal, Provincial or Territorial departments or agencies: setting database performance targets, testing database performance, diagnosing and resolving database performance problems.</p> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p> <ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ol>	
<b>M3</b>	<p>The Bidder's proposed resource must have a minimum of 10 years of experience within the last 15 years using the Oracle Enterprise Manager (OEM) suite of tools for Federal, Provincial or Territorial departments or agencies.</p> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p> <ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ol>	
<b>M4</b>	<p>The Bidder's proposed resource must have a minimum of 10 years of experience within the last 15 years providing both system management and technical support of Oracle databases for Federal, Provincial or Territorial departments</p>	

	<p>or agencies which included all of the following:</p> <ol style="list-style-type: none"> <li>1. Experience in design, configuration and support of backup and recovery strategies for Oracle database servers.</li> <li>2. Experience in coding batch jobs for Oracle maintenance, start-up and shutdown.</li> <li>3. Experience in code review, creating and maintaining documentation and support Oracle applications.</li> </ol> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p> <ol style="list-style-type: none"> <li>1. Name of the client ;</li> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ol>	
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#### Rated Criteria

#	RATED CRITERIA I.2 Database Administrator, Level 3 (CORE)	MAX POINTS	SCORES TO BE ASSIGNED BASED ON THE FOLLOWING	Statement of Compliance and Cross Reference to Written Proposal /CV
R1	Demonstrate that the proposed resource has Information Technology Infrastructure Library (ITIL) certification at the Foundation level by including a copy of certification/designation with their bid.	/10	No = 0 Yes - Copy of Certification/Designation provided with Bid= 10	
R2	<p>Demonstrate that the proposed resource possesses either of the following;</p> <p>A College diploma or a University degree in Informatics, Science, Mathematics, Computer Programming or Engineering,</p> <p>By providing a copy of diploma or degree (or official transcript) with their bid.</p>	/10	<p>None = 0 points</p> <p>College Diploma = 5 points</p> <p>University Degree = 10 points</p>	

#	RATED CRITERIA I.2 Database Administrator, Level 3 (CORE)	MAX POINTS	SCORES TO BE ASSIGNED BASED ON THE FOLLOWING	Statement of Compliance and Cross Reference to Written Proposal /CV
R3	<p>Demonstrate that proposed resource has experience upgrading Oracle databases from older versions to newer versions of Oracle within the last 15 years for Federal, Provincial or Territorial departments or agencies,</p> <p>NOTE: Upgrades should be from one major release to another (e.g.v3 to v4); minor release (e.g. v3.1 to v3.2) will not be considered for evaluation.</p> <p>By providing the following information for each project referenced:</p> <ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The start and end dates of the project(s);</li> <li>3. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>4. A customer reference that can attest to the proposed resource's experience.</li> </ol>	/20	4 points per upgrade up to a maximum of 20 points.	
R4	<p>Demonstrate that the proposed resource has experience within the last 15 years performing all of the following tasks: a) monitoring, b) maintaining; and c) refreshing Oracle data warehouse environments,</p> <p>By providing the following information for each project referenced:</p> <ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ol>	/20	2 points per year up to a maximum of 20 points.	

#	RATED CRITERIA I.2 Database Administrator, Level 3 (CORE)	MAX POINTS	SCORES TO BE ASSIGNED BASED ON THE FOLLOWING	Statement of Compliance and Cross Reference to Written Proposal /CV
R5	<p>Demonstrate that proposed resource has completed projects within the last 10 years in which the resource used the following products/technologies:</p> <ul style="list-style-type: none"> <li>(a) HP Tru64;</li> <li>(b) OEM 12c Grid Control;</li> <li>(c) MS Windows Server; and</li> <li>(d) OpenVMS,</li> </ul> <p>By providing the following information for each project referenced:</p> <ul style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The start and end dates of the project(s);</li> <li>3. Details about the work performed by the proposed resource on the project(s) including deliverables;</li> <li>4. A customer reference that can attest to the proposed resource's experience.</li> </ul>	/20	5 points per project for a maximum of 20 points	
R6	<p>Demonstrate that the proposed resource has created Business Intelligence data marts within the last 10 years in Oracle Financials environments by providing the following information for each project referenced:</p> <ul style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The start and end dates of the project(s);</li> <li>3. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>4. A customer reference that can attest to the proposed resource's experience.</li> </ul>	/10	No = 0 Yes = 10	

#	RATED CRITERIA I.2 Database Administrator, Level 3 (CORE)	MAX POINTS	SCORES TO BE ASSIGNED BASED ON THE FOLLOWING	Statement of Compliance and Cross Reference to Written Proposal /CV
R7	<p>Demonstrate that the proposed resource has used Hummingbird Exceed to manipulate Oracle databases in order to transfer data across computing platforms within the last 10 years by providing the following information for each project referenced:</p> <ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The start and end dates of the project(s);</li> <li>3. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>4. A customer reference that can attest to the proposed resource's experience.</li> </ol>	/10	<p>No = 0 Yes = 10</p>	
	<b>TOTAL</b> Minimum passing score	<b>100</b> <b>70</b>		

### 2.2.2 Database Administrator, Level 2

#### Mandatory Criteria

Mandatory Criteria I.2 Database Administrator, Levels 2		Statement of Compliance and Cross Reference to Written Proposal /CV
M1	<p>The Bidder's proposed resource must have a minimum of 5 years of experience as a Database Administrator within the last 15 years performing all of the following tasks for Federal, Provincial or Territorial departments or agencies: Oracle database design, Oracle administration services, and Oracle support services.</p> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p> <ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ol>	

<b>M2</b>	<p>The Bidder's proposed resource must have a minimum of 5 years of experience performing all of the following tasks within the last 15 years for Federal, Provincial or Territorial departments or agencies: setting database performance targets, testing database performance, diagnosing and resolving database performance problems.</p> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p> <ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ol>	
<b>M3</b>	<p>The Bidder's proposed resource must have a minimum of 5 years of experience using Oracle Enterprise Manager (OEM) and related tools within the last 15 years for Federal, Provincial or Territorial departments or agencies:</p> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p> <ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ol>	
<b>M4</b>	<p>The Bidder's proposed resource must have a minimum of 5 years of experience providing both system management and technical support of Oracle databases within the last 15 years for Federal, Provincial or Territorial departments or agencies which includes all of the following:</p> <ol style="list-style-type: none"> <li>a. Experience in design, configuration and support of backup and recovery strategies for Oracle database servers;</li> <li>b. Experience in coding batch jobs for Oracle maintenance, start-up and shutdown; and</li> <li>c. Experience in code review, creating and maintaining documentation and support Oracle applications.</li> </ol> <p>The Bidder must provide the following information for each</p>	

	<p>project referenced to demonstrate the experience of the proposed resource:</p> <ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ol>	
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### 2.2.3 I.2 Database Administrator, Level 1

#### Mandatory Criteria

Mandatory Criteria I.2 Database Administrator, Levels 1		Statement of Compliance and Cross Reference to Written Proposal /CV
<b>M1</b>	<p>The Bidder's proposed resource must have a minimum of 3 years of experience as a Database Administrator within the last 15 years performing all of the following tasks for Federal, Provincial or Territorial departments or agencies: Oracle database design, Oracle administration services, and Oracle support services.</p> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p> <ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ol>	
<b>M2</b>	<p>The Bidder's proposed resource must have a minimum of 3 years of experience within the last 15 years performing all of the following tasks for Federal, Provincial or Territorial departments or agencies: setting database performance targets, testing database performance, diagnosing and resolving database performance problems.</p> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p> <ol style="list-style-type: none"> <li>1. Name of the client ;</li> <li>2. The total number of years of experience performing the</li> </ol>	



	<p>above mentioned tasks;</p> <ol style="list-style-type: none"> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ol>	
<b>M3</b>	<p>The Bidder's proposed resource must have a minimum of 3 years of experience using Oracle Enterprise Manager (OEM) and related tools within the last 15 years for Federal, Provincial or Territorial departments or agencies</p> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p> <ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ol>	
<b>M4</b>	<p>The Bidder's proposed resource must have a minimum of 3 years of experience providing both system management and technical support of Oracle databases within the last 15 years for Federal, Provincial or Territorial departments or agencies, which includes all of the following:</p> <ol style="list-style-type: none"> <li>a. Experience in design, configuration and support of backup and recovery strategies for Oracle database servers.</li> <li>b. Experience in coding batch jobs for Oracle maintenance, start-up and shutdown.</li> <li>c. Experience in code review, creating and maintaining documentation and support Oracle applications.</li> </ol> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p> <ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ol>	

## **2.3 I.3 Database Analyst/IM Administrator**

### **2.3.1 - I.3 Database Analyst/IM Administrator, Level 3**

#### **Mandatory Criteria**

<b>Mandatory Criteria I.3 Database Analyst/IM Administrator, Level 3</b>		<b>Statement of Compliance and Cross Reference to Written Proposal /CV</b>
<b>M1</b>	<p>The Bidder's proposed resource must possess either of the following:</p> <ul style="list-style-type: none"><li>• A College diploma or University degree in Informatics, Science, Mathematics, Computer Programming or Engineering.</li></ul> <p>For resources that are required post-contract award, the Bidder may be requested to provide a copy of diploma or degree (or official transcript) as proof of education.</p>	
<b>M2</b>	<p>The Bidder's proposed resource must have a minimum of 10 years of experience working with stakeholders to gather user information requirements and system performance and functional requirements in order to identify and implement areas of improvement to existing databases within the last 15 years.</p> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p> <ol style="list-style-type: none"><li>1. Name of the client;</li><li>2. The total number of years of experience performing the above mentioned tasks;</li><li>3. The start and end dates of the assignment(s);</li><li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li><li>5. A customer reference that can attest to the proposed resource's experience.</li></ol>	
<b>M3</b>	<p>The Bidder's proposed resource must have a minimum of 5 years of experience in both defining new database structures and data conversion strategies for data from heterogeneous platforms within the last 15 years for Federal, Provincial or Territorial departments or agencies.</p> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p> <ol style="list-style-type: none"><li>1. Name of the client;</li></ol>	

	<ol style="list-style-type: none"> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ol>	
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### 2.3.2 I.3 Database Analyst/IM Administrator, Level 2

#### Mandatory Criteria

Mandatory Criteria I.3 Database Analyst/IM Administrator, Level 2		Statement of Compliance and Cross Reference to Written Proposal /CV
<b>M1</b>	<p>The Bidder's proposed resource must possess either of the following:</p> <ul style="list-style-type: none"> <li>• A College diploma or University degree in Informatics, Science, Mathematics, Computer Programming or Engineering.</li> </ul> <p>For resources that are required post-contract award, the Bidder may be requested to provide a copy of diploma or degree (or official transcript) as proof of education.</p>	
<b>M2</b>	<p>The Bidder's proposed resource must have a minimum of 5 years of experience working with stakeholders to gather user information requirements and system performance and functional requirements in order to identify and implement areas of improvement to existing databases within the last 15 years.</p> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p> <ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ol>	
<b>M3</b>	<p>The Bidder's proposed resource must have a minimum of 3 years of experience in both defining new database structures and data conversion strategies for data from heterogeneous platforms within the last 15 years for Federal, Provincial or Territorial departments or agencies</p>	

	<p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p> <ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ol>	
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### 2.3.3 I.3 Database Analyst/IM Administrator, Level 1

#### Mandatory Criteria

<b>Mandatory Criteria</b> <b>I.3 Database Analyst/IM Administrator, Level 1</b>		<b>Statement of Compliance and Cross Reference</b> <b>to Written Proposal /CV</b>
<b>M1</b>	<p>The Bidder's proposed resource must possess either of the following:</p> <ul style="list-style-type: none"> <li>• A College diploma or University degree in Informatics, Science, Mathematics, Computer Programming or Engineering.</li> </ul> <p>For resources that are required post-contract award, the Bidder may be requested to provide a copy of diploma or degree (or official transcript) as proof of education.</p>	
<b>M2</b>	<p>The Bidder's proposed resource must have a minimum of 3 years of experience working with stakeholders to gather user information requirements and system performance and functional requirements in order to identify and implement areas of improvement to existing databases within the last 15 years.</p> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p> <ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ol>	
<b>M3</b>	<p>The Bidder's proposed resource must have a minimum of 1 year of experience in both defining new database structures</p>	

	<p>and data conversion strategies for data from heterogeneous platforms within the last 15 years for Federal, Provincial or Territorial departments or agencies</p> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p> <ol style="list-style-type: none"> <li>1. Name of the client ;</li> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ol>	
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#### 2.4 I.4 Database Modeller/IM Modeller

##### 2.4.1 I.4 Database Modeller/IM Modeller, Level 3

##### Mandatory Criteria

Mandatory Criteria I.4 Database Modeller/IM Modeller, Level 3		Statement of Compliance and Cross Reference to Written Proposal /CV
<b>M1</b>	<p>The Bidder's proposed resource must possess either of the following:</p> <ul style="list-style-type: none"> <li>• A College diploma or University degree in Informatics, Science, Mathematics, Computer Programming or Engineering.</li> </ul> <p>For resources that are required post-contract award, the Bidder may be requested to provide a copy of diploma or degree (or official transcript) as proof of education.</p>	
<b>M2</b>	<p>The Bidder's proposed resource must have a minimum of 10 years of experience within the last 15 years performing all of the following tasks working with stakeholders to design, develop and maintain data architectures and data models.</p> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p>	

	<ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ol>	
<b>M3</b>	<p>The Bidder's proposed resource must have a minimum of 10 years of experience in both using data modeling techniques and performing data analysis to optimize database performance within the last 15 years for Federal, Provincial or Territorial departments or agencies</p> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p> <ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ol>	

## **2.5 I.5 IM Architect**

### **2.5.1 I.5 IM Architect, Level 3**

#### **Mandatory Criteria**

<b>Mandatory Criteria I.5 IM Architect, Level 3</b>		<b>Statement of Compliance and Cross Reference to Written Proposal /CV</b>
<b>M1</b>	<p>The Bidder's proposed resource must possess either of the following:</p> <ul style="list-style-type: none"> <li>• A College diploma or University degree in Informatics, Science, Mathematics, Computer Programming or Engineering.</li> </ul> <p>For resources that are required post-contract award, the Bidder may be requested to provide a copy of diploma or degree (or official transcript) as proof of education.</p>	
<b>M2</b>	<p>The Bidder's proposed resource must have a minimum of 10 years of experience within the last 15 years performing all of the following tasks:</p>	

	<ol style="list-style-type: none"> <li>working with stakeholders to analyze the state of organizations' IM capabilities, processes and practices, and IM requirements; and</li> <li>making recommendations for areas of improvement.</li> </ol> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p> <ol style="list-style-type: none"> <li>Name of the client;</li> <li>The total number of years of experience performing the above mentioned tasks;</li> <li>The start and end dates of the assignment(s);</li> <li>Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>A customer reference that can attest to the proposed resource's experience.</li> </ol>	
<b>M3</b>	<p>The Bidder's proposed resource must have a minimum of 5 years of experience performing information modelling for Business Process Re-engineering (BPR) projects within the last 15 years for Federal, Provincial or Territorial departments or agencies</p> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p> <ol style="list-style-type: none"> <li>Name of the client ;</li> <li>The total number of years of experience performing the above mentioned tasks;</li> <li>The start and end dates of the assignment(s);</li> <li>Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>A customer reference that can attest to the proposed resource's experience.</li> </ol>	

## 2.6 I.9 System Administrator

### 2.6.1 I.9 System Administrator, Level 3 Mandatory Criteria

Mandatory Criteria I.9 System Administrator, Level 3		Statement of Compliance and Cross Reference to Written Proposal /CV
<b>M1</b>	<p>The Bidder's proposed resource must possess either of the following:</p> <ul style="list-style-type: none"> <li>A College diploma or University degree in Informatics, Science, Mathematics, Computer Programming or Engineering.</li> </ul> <p>For resources that are required post-contract award, the</p>	

	Bidder may be requested to provide a copy of diploma or degree (or official transcript) as proof of education.	
<b>M2</b>	<p>The Bidder's proposed resource must have a minimum of 10 years of experience within the last 15 years performing all of the following tasks: installing, monitoring, upgrading and maintaining enterprise-level hardware systems, software systems or operating systems.</p> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p> <ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ol>	
<b>M3</b>	<p>The Bidder's proposed resource must have a minimum of 10 years of experience working with business or technical resources or clients/stakeholders to identify system requirements and maintain or improve system performance within the last 15 years for Federal, Provincial or Territorial departments or agencies</p> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p> <ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ol>	

#### 2.6.2 - I.9 System Administrator, Level 2

##### Mandatory Criteria

Mandatory Criteria I.9 System Administrator, Level 2		Statement of Compliance and Cross Reference to Written Proposal /CV
<b>M1</b>	<p>The Bidder's proposed resource must possess either of the following:</p> <ul style="list-style-type: none"> <li>• A College diploma or University degree in Informatics,</li> </ul>	



	<p>Science, Mathematics, Computer Programming or Engineering.</p> <p>For resources that are required post-contract award, the Bidder may be requested to provide a copy of diploma or degree (or official transcript) as proof of education.</p>	
<b>M2</b>	<p>The Bidder's proposed resource must have a minimum of 5 years of experience within the last 15 years performing all of the following tasks: installing, monitoring, upgrading and maintaining enterprise-level hardware systems, software systems or operating systems.</p> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p> <ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ol>	
<b>M3</b>	<p>The Bidder's proposed resource must have a minimum of 5 years of experience working with business or technical resources or clients/stakeholders to identify system requirements and maintain or improve system performance within the last 15 years for Federal, Provincial or Territorial departments or agencies</p> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p> <ol style="list-style-type: none"> <li>1. Name of the client ;</li> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ol>	

**2.6.3 - I.9 System Administrator, Level 1**  
**Mandatory Criteria**

<b>Mandatory Criteria</b> <b>I.9 System Administrator, Level 1</b>	<b>Statement of Compliance and Cross Reference</b> <b>to Written Proposal /CV</b>
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<b>M1</b>	<p>The Bidder's proposed resource must possess either of the following:</p> <ul style="list-style-type: none"> <li>• A College diploma or University degree in Informatics, Science, Mathematics, Computer Programming or Engineering.</li> </ul> <p>For resources that are required post-contract award, the Bidder may be requested to provide a copy of diploma or degree (or official transcript) as proof of education.</p>	
<b>M2</b>	<p>The Bidder's proposed resource must have a minimum of 3 years of experience within the last 15 years in all of the following: installing, monitoring, upgrading and maintaining enterprise-level hardware systems, software systems or operating systems.</p> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p> <ol style="list-style-type: none"> <li>1. Name of the client ;</li> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ol>	
<b>M3</b>	<p>The Bidder's proposed resource must have a minimum of 3 years of experience working with business or technical resources or clients/stakeholders to identify system requirements and maintain or improve system performance within the last 15 years for Federal, Provincial or Territorial departments or agencies</p> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p> <ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ol>	

## **2.7- I.10 Technical Architect**

### **2.7.1 - I.10 Technical Architect, Level 3 (Core Category)**

#### **2.7.1.1 Mandatory Criteria**

Mandatory Criteria I.10 Technical Architect, Level 3 (Core)		Statement of Compliance and Cross Reference to Written Proposal /CV
<b>M1</b>	<p>The Bidder's proposed resource must possess either of the following.</p> <p>A College diploma or University degree in Informatics, Mathematics, Science, Computer Programming or Engineering.</p> <p>The Bidder must include a copy of diploma or degree (or official transcript) with their bid.</p>	
<b>M2</b>	<p>The Bidder's proposed resource must have completed a minimum of 3 projects within the last 15 years as a <b>Technical Architect</b> in which the proposed resource delivered training and transferred technical knowledge to clients.</p> <p>Note: The projects must each have a minimum duration of 6 months.</p> <p>The Bidder must provide the following details for each referenced project to demonstrate the experience :</p> <ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The start and end dates of the project(s);</li> <li>3. The roles and tasks (including relevant technologies) that were transferred to the client, and the processes and methodologies that were utilized to perform the knowledge transfer and training;</li> <li>4. A customer reference that can attest to the proposed resource's experience.</li> </ol>	
<b>M3</b>	<p>The Bidder's proposed resource must have a minimum of 5 years of experience both designing and executing test strategies and plans in support of enterprise-level system development projects in the last 15 years.</p> <p>The Bidder must provide the following details for each referenced project to demonstrate the experience of the proposed resource:</p> <ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ol>	

<b>M4</b>	<p>The Bidder's proposed resource must have a minimum of 10 years of experience within the last 15 years in both:</p> <ul style="list-style-type: none"> <li>a. analyzing technical requirements in an enterprise environment; and</li> <li>b. architecting solutions to meet those technical requirements.</li> </ul> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p> <ul style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ul>	
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### 2.7.1.2 – Rated Criteria

#	RATED CRITERIA I.10 Technical Architect, Level 3 (CORE)	MAX POINTS	SCORES TO BE ASSIGNED BASED ON THE FOLLOWING	Statement of Compliance and Cross Reference to Written Proposal /CV
R1	Demonstrate that the proposed resource has an Information Technology Infrastructure Library (ITIL) certification at the Foundation level by including a copy of certification/designation with their bid.	/10	No = 0 Yes- Copy of Certification/Designation provided with Bid = 10	
R2	Demonstrate that the proposed resource has experience reviewing computer software system requirements and making design recommendations in a Linux or Unix environment within the last 15 years by providing the following information for each project referenced:  <ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ol>	/20	2 points per year up to a maximum of 20 points.	
R3	Demonstrate that the proposed resource has completed projects with a minimum duration of 6 months each within the last 15 years in which they performed all of the following tasks: configuring, maintaining and conducting performance analysis of a VMS/Open VMS operating environment running Oracle databases by providing the following information for each project referenced :  <ol style="list-style-type: none"> <li>1. Name of the client ;</li> <li>2. The start and end dates of the project(s);</li> <li>3. Details about the work performed by the proposed resource on the projects(s) including deliverables;</li> <li>4. A customer reference that can attest to the proposed resource's experience.</li> </ol>	/10	2 points per project up to a maximum of 10 points.	

#	RATED CRITERIA I.10 Technical Architect, Level 3 (CORE)	MAX POINTS	SCORES TO BE ASSIGNED BASED ON THE FOLLOWING	Statement of Compliance and Cross Reference to Written Proposal /CV
R4	<p>Demonstrate that the proposed resource has participated in Joint Application Development (JAD) sessions and design review sessions, for projects of a minimum duration of 6 months each, within the last 15 years in which they developed technical solutions in .Net environments by providing the following information for each project referenced:</p> <ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The start and end dates of the project(s);</li> <li>3. Details about the work performed by the proposed resource on the session(s) including deliverables;</li> <li>4. A customer reference that can attest to the proposed resource's experience.</li> </ol>	/10	2 points per project up to a maximum of 10 points.	
R5	<p>Demonstrate that the proposed resource has completed projects of a minimum duration of 6 months each on migrating data from MySQL v.4.0 to v.5.1 to v.5.5 within the past 15 years, while providing ongoing technical support of all 3 versions running concurrently within the same production environment by providing the following information for each project referenced:</p> <ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The start and end dates of the project(s);</li> <li>3. Details about the work performed by the proposed resource on the project(s) including deliverables;</li> <li>4. A customer reference that can attest to the proposed resource's experience.</li> </ol>	/10	2 points per project up to a maximum of 10 points.	

#	RATED CRITERIA I.10 Technical Architect, Level 3 (CORE)	MAX POINTS	SCORES TO BE ASSIGNED BASED ON THE FOLLOWING	Statement of Compliance and Cross Reference to Written Proposal /CV
R6	<p>Demonstrate that the proposed resource has completed projects of a minimum duration of 6 months each in which they developed monitoring and trend analysis procedures and tools within the last 15 years in a single production environment which includes both MySQL and MS SQL Server databases by providing the following information for each project referenced:</p> <ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The start and end dates of the project(s);</li> <li>3. Details about the work performed by the proposed resource on the project(s) including deliverables;</li> <li>4. A customer reference that can attest to the proposed resource's experience.</li> </ol>	/20	4 points per project up to a maximum of 20 points.	
R7	<p>Demonstrate that the proposed resource has completed projects of a minimum duration of 6 months within the last 10 years using the following tools in enterprise level production environments:</p> <ol style="list-style-type: none"> <li>(a) Axios Assyst</li> <li>(b) HP-SIM</li> <li>(c) eG Monitor</li> <li>(d) MySQL Enterprise Monitor</li> </ol> <p>by providing the following information for each project referenced</p> <ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The start and end dates of the project(s);</li> <li>3. Details about the work performed by the proposed resource on the project(s) including deliverables;</li> <li>4. A customer reference that can attest to the proposed resource's experience.</li> </ol>	/20	5 points per tool up to a maximum of 20 points	
	<b>TOTAL</b> <b>Minimum passing score</b>	<b>100</b> <b>70</b>		

#### 2.7.2 - I.10 Technical Architect, Level 2

##### Mandatory Criteria

Mandatory Criteria I.10 Technical Architect, Level 2		Statement of Compliance and Cross Reference to Written Proposal /CV
<b>M1</b>	<p>The Bidder's proposed resource must have a minimum of 5 years of experience within the last 15 years in both:</p> <ol style="list-style-type: none"> <li>analyzing technical requirements in an enterprise environment; and</li> <li>architecting solutions to meet those technical requirements.</li> </ol> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p> <ol style="list-style-type: none"> <li>Name of the client;</li> <li>The total number of years of experience performing the above mentioned tasks;</li> <li>The start and end dates of the assignment(s);</li> <li>Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>A customer reference that can attest to the proposed resource's experience.</li> </ol>	
<b>M2</b>	<p>The Bidder's proposed resource must have completed a minimum of 2 projects as a <b>Technical Architect within the last 15 years</b> in which the proposed resource delivered training and transferred technical knowledge to clients.</p> <p>The projects must each have a minimum duration of 6 months.</p> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience :</p> <ol style="list-style-type: none"> <li>Name of the client;</li> <li>The start and end dates of the project(s);</li> <li>The roles and tasks (including relevant technologies) that were transferred to the client, and the processes and methodologies that were utilized to perform the knowledge transfer and training;</li> <li>A customer reference that can attest to the proposed resource's experience.</li> </ol>	
<b>M3</b>	<p>The Bidder's proposed resource must have a minimum of 3 years of experience both designing and executing test strategies and plans in support of enterprise-level system development projects within the last 15 years.</p> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience:</p> <ol style="list-style-type: none"> <li>Name of the client;</li> <li>The total number of years of experience performing the</li> </ol>	



	<p>above mentioned tasks;</p> <p>3. The start and end dates of the assignment(s);</p> <p>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</p> <p>5. A customer reference that can attest to the proposed resource's experience.</p>	
<b>M4</b>	<p>The Bidder's proposed resource must have either of the following.</p> <p>A College diploma or University degree in Informatics, Science, Mathematics, Computer Programming or Engineering.</p> <p>For resources that are required post-contract award, the Bidder may be requested to provide a copy of diploma or degree (or official transcript) as proof of education.</p>	

### 2.7.3 - I.10 Technical Architect, Level 1

#### Mandatory Criteria

Mandatory Criteria I.10 Technical Architect, Level 1		Statement of Compliance and Cross Reference to Written Proposal /CV
<b>M1</b>	<p>The Bidder's proposed resource must have a minimum of 3 years of experience within the last 15 years in both:</p> <ul style="list-style-type: none"> <li>a. analyzing technical requirements in an enterprise environment; and</li> <li>b. architecting solutions to meet those technical requirements.</li> </ul> <p>The Bidder must provide the following details for each project referenced to demonstrate the experience of the proposed resource:</p> <ul style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ul>	
<b>M2</b>	<p>The Bidder's proposed resource must have completed minimum of 1 project as a <b>Technical Architect</b> within the last 15 years in which they delivered training and transferred technical knowledge to clients.</p>	

	<p>Note: The project must have a minimum duration of 6 months.</p> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p> <ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The start and end date of the project(s);</li> <li>3. The roles and tasks (including relevant technologies) that were transferred to the client, and the processes and methodologies that were utilized to perform the knowledge transfer and training;</li> <li>4. A customer reference that can attest to the proposed resource's experience.</li> </ol>	
<b>M3</b>	<p>The Bidder's proposed resource must have a minimum of 1 year of experience in both designing and executing test strategies and plans in support of enterprise-level system development projects within the past 15 years.</p> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p> <ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ol>	
<b>M4</b>	<p>The Bidder's proposed resource must have either of the following.</p> <p>A College diploma or University degree in Informatics, Science, Mathematics, Computer Programming or Engineering.</p> <p>For resources that are required post-contract award, the Bidder may be requested to provide a copy of diploma or degree (or official transcript) as proof of education.</p>	

## **2.8 - I.11 Technology Architect**

### **2.8.1 - I.11 Technology Architect, Level 3 (Core Category)**

#### **2.8.1.1 – Mandatory Criteria**

<b>Mandatory Criteria I.11 Technology Architect, Levels 3</b>	<b>Statement of Compliance and Cross Reference to Written Proposal /CV</b>
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(Core)		
<b>M1</b>	<p>The Bidder's proposed resource must have a minimum of 10 years of experience within the last 15 years in both:</p> <ol style="list-style-type: none"> <li>analyzing application and infrastructure technical requirements and designs in an enterprise environment; and</li> <li>architecting solutions to meet those technical requirements.</li> </ol> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p> <ol style="list-style-type: none"> <li>Name of the client;</li> <li>The total number of years of experience performing the above mentioned tasks;</li> <li>The start and end dates of the assignment(s);</li> <li>Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>A customer reference that can attest to the proposed resource's experience.</li> </ol>	
<b>M2</b>	<p>The Bidder's proposed resource must have completed a minimum of 3 projects as a <b>Technical Architect</b> within the last 15 years in which they delivered training and transferred technical knowledge to clients.</p> <p>Note: The projects must each have a minimum duration of 6 months.</p> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p> <ol style="list-style-type: none"> <li>Name of the client;</li> <li>The start and end dates of the project(s);</li> <li>The roles and tasks (including relevant technologies) that were transferred to the client, and the processes and methodologies that were utilized to perform the knowledge transfer;</li> <li>A customer reference that can attest to the proposed resource's experience.</li> </ol>	
<b>M3</b>	<p>The Bidder's proposed resource must have a minimum of 5 years of experience designing and executing test strategies for enterprise or application architectures within the last 15 years.</p> <p>The Bidder must provide the following details for each project referenced to demonstrate the experience of the proposed resource:</p>	

	<ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ol>	
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#### 2.8.1.2 – Rated Criteria

#	<b>RATED CRITERIA</b> <b>I.11 Technology Architect, Level 3</b>	MAX POINTS	SCORES TO BE ASSIGNED BASED ON THE FOLLOWING	Statement of Compliance and Cross Reference to Written Proposal /CV
R1	<p>Demonstrate that the proposed resource has presented benefit and risk analyses and recommendations regarding technologies within the last 5 years for Federal, Provincial or Territorial departments or agencies by providing the following information for each project referenced:</p> <ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The start and end dates of the project(s);</li> <li>3. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>4. A customer reference that can attest to the proposed resource's experience.</li> </ol>	/20	2 points per formal technology analysis presented, up to a maximum of 20 points.	

#	RATED CRITERIA I.11 Technology Architect, Level 3	MAX POINTS	SCORES TO BE ASSIGNED BASED ON THE FOLLOWING	Statement of Compliance and Cross Reference to Written Proposal /CV
R2	<p>Demonstrate that proposed resource has experience within the last 10 years in both:</p> <ol style="list-style-type: none"> <li>analysing application and IT infrastructure technical requirements and designs in an enterprise environment; and</li> <li>architecting solutions to meet those technical requirements for for Federal, Provincial or Territorial departments or agencies</li> </ol> <p>by providing the following information for each project referenced:</p> <ol style="list-style-type: none"> <li>Name of the client;</li> <li>The total number of years of experience performing the above mentioned tasks;</li> <li>The start and end dates of the assignment(s);</li> <li>Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>A customer reference that can attest to the proposed resource's experience.</li> </ol>	/20	2 points per year up to a maximum of 20 points.	
R3	<p>Demonstrate that the proposed resource has experience producing architectures within the last 10 years for Federal, Provincial or Territorial departments or agencies for software applications developed in Java with an Oracle database, by providing the following information for each project referenced:</p> <ol style="list-style-type: none"> <li>Name of the client;</li> <li>The total number of years of experience performing the above mentioned tasks;</li> <li>The start and end dates of the assignment(s);</li> <li>Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>A customer reference that can attest to the proposed resource's experience.</li> </ol>	/20	2 points per year up to a maximum of 20 points.	

#	RATED CRITERIA I.11 Technology Architect, Level 3	MAX POINTS	SCORES TO BE ASSIGNED BASED ON THE FOLLOWING	Statement of Compliance and Cross Reference to Written Proposal /CV
R4	<p>Demonstrate that the proposed resource has experience recommending and implementing Service-Oriented Architecture (SOA) principles for business architectures within the last 10 years for Federal, Provincial or Territorial departments or agencies by providing the following information for each project referenced:</p> <ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ol>	/10	2 points per year up to a maximum of 10 points.	
R5	<p>Demonstrate that the proposed resource has analyzed, recommended and implemented an architecture for the deployment of a Content Management System within the last five (5) years for Federal, Provincial or Territorial departments or agencies, in which they applied Service-Oriented Architecture (SOA) principles, and in accordance with relevant Treasury Board Secretariat (TBS) guidelines by providing the following information for each project referenced:</p> <ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The start and end dates of the assignment(s);</li> <li>3. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>4. A customer reference that can attest to the proposed resource's experience.</li> </ol>	/10	<p>No = 0 points Yes = 10 points</p>	

#	RATED CRITERIA I.11 Technology Architect, Level 3	MAX POINTS	SCORES TO BE ASSIGNED BASED ON THE FOLLOWING	Statement of Compliance and Cross Reference to Written Proposal /CV
R6	<p>Demonstrate that the proposed resource has participated in Joint Application Development (JAD) sessions and design review sessions for projects of a minimum duration of 6 months each within the last 15 years in which they developed applications which use Object-Oriented Programming (OOP) by providing the following information for each project referenced:</p> <ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The start and end dates of the project(s);</li> <li>3. Details about the work performed by the proposed resource on the project(s) including deliverables;</li> <li>4. A customer reference that can attest to the proposed resource's experience.</li> </ol>	/10	1 point per project up to a maximum of 10 points.	
R7	<p>Demonstrate that the proposed resource has experience producing application architectures utilizing Web Services within the last 10 years for Federal, Provincial or Territorial departments or agencies by providing the following information for each project referenced:</p> <ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ol>	/10	2 points per year up to a maximum of 10 points.	
	<b>TOTAL Minimum passing score</b>	<b>100 70</b>		

## 2.8.2 - I.11 Technology Architect, Level 2

### Mandatory Criteria

Mandatory Criteria I.11 Technology Architect, Levels 2		Statement of Compliance and Cross Reference to Written Proposal /CV
<b>M1</b>	<p>The Bidder's proposed resource must have a minimum of 5 years of experience in the last 15 years in both:</p> <ol style="list-style-type: none"> <li>analyzing application and infrastructure technical requirements and designs in an enterprise environment; and</li> <li>architecting solutions to meet those technical requirements.</li> </ol> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p> <ol style="list-style-type: none"> <li>Name of the client ;</li> <li>The total number of years of experience performing the above mentioned tasks;</li> <li>The start and end dates of the assignment(s);</li> <li>Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>A customer reference that can attest to the proposed resource's experience.</li> </ol>	
<b>M2</b>	<p>The Bidder's proposed resource must have completed a minimum of 2 projects as a Technical Architect within the last 15 years in which they delivered training and transferred technical knowledge to clients.</p> <p>Note: The projects must each have a minimum duration of 6 months.</p> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p> <ol style="list-style-type: none"> <li>Name of the client;</li> <li>The start and end dates of the project(s);</li> <li>The roles and tasks (including relevant technologies) that were transferred to the client, and the processes and methodologies that were utilized to perform the knowledge transfer and training;</li> <li>A customer reference that can attest to the proposed resource's experience.</li> </ol>	
<b>M3</b>	<p>The Bidder's proposed resource must have a minimum of 3 years of experience designing and executing test strategies for enterprise or application architectures in the last 15 years.</p> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p>	



	<ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ol>	
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### 2.8.3 - I.11 Technology Architect, Level 1

#### Mandatory Criteria

Mandatory Criteria I.11 Technology Architect, Levels 1		Statement of Compliance and Cross Reference to Written Proposal /CV
<b>M1</b>	<p>The Bidder's proposed resource must have a minimum of 3 years of experience within the last 15 years in both:</p> <ul style="list-style-type: none"> <li>a. analyzing application and infrastructure technical requirements and designs in an enterprise environment; and</li> <li>b. architecting solutions to meet those technical requirements.</li> </ul> <p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p> <ul style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ul>	
<b>M2</b>	<p>The Bidder's proposed resource must have completed a minimum of 1 project as a Technical Architect within the last 15 years in which they delivered training and transferred technical knowledge to clients.</p> <p>Note: The project must have a minimum duration of 6 months.</p> <p>The Bidder must provide the following details for each project referenced to demonstrate the experience of the proposed resource:</p> <ul style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The start and end dates of the project(s);</li> <li>3. The roles and tasks (including relevant technologies) that were transferred to the client, and the processes and methodologies that were utilized to perform the knowledge transfer and training;</li> <li>4. A customer reference that can attest to the proposed resource's experience.</li> </ul>	
<b>M3</b>	<p>The Bidder's proposed resource must have a minimum of 1 year of experience designing and executing test strategies for enterprise or application architectures within the last 15 years.</p>	

	<p>The Bidder must provide the following information for each project referenced to demonstrate the experience of the proposed resource:</p> <ol style="list-style-type: none"> <li>1. Name of the client;</li> <li>2. The total number of years of experience performing the above mentioned tasks;</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>5. A customer reference that can attest to the proposed resource's experience.</li> </ol>	
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**ATTACHMENT 4.2**  
**PRICING SCHEDULE**

In respect of the “Estimated Number of Days” listed below in (C\*) the estimated number of days is for evaluation purposes only during the solicitation process. The actual number of days during the Contract Period and option periods may be more or less, as determined by the Technical Authority.

**Initial Contract Period:**

Initial Contract Period			Date of Contract award to 3 years later		
(A)	(B)	(C)	(D)	(E)	(F)
Resource Category	Level of Expertise	Number of Resources	Estimated Number of Days	Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher	Total Cost (C x D x E)
I.1 Data Conversion Specialist	3	2	210	\$	\$
I.2 Database Administrator (Core)	3	3	210	\$	\$
I.2 Database Administrator	2	3	210	\$	\$
I.2 Database Administrator	1	3	210	\$	\$
I.3 Database Analyst/ IM Administrator	3	2	210	\$	\$
I.3 Database Analyst/ IM Administrator	2	2	210	\$	\$
I.3 Database Analyst/ IM Administrator	1	2	210	\$	\$
I.4 Database Modeller/ IM Modeller	3	2	210	\$	\$
I.5 IM Architect	3	2	210	\$	\$
I.9 System Administrator	3	2	210	\$	\$
I.9 System Administrator	2	2	210	\$	\$
I.9 System Administrator	1	2	210	\$	\$
I.10 Technical Architect (Core)	3	3	210	\$	\$
I.10 Technical Architect	2	3	210	\$	\$

I.10 Technical Architect	1	3	210	\$	\$
I.11 Technology Architect (Core)	3	3	210	\$	\$
I.11 Technology Architect	2	3	210	\$	\$
I.11 Technology Architect	1	3	210	\$	\$
<b>Total Price Initial Contract Period</b>					<b>\$ &lt;TBD&gt;</b>

**Option Periods:**

**Option Period 1**

\_\_\_\_\_ to \_\_\_\_\_

(A)	(B)	(C)	(D)	(E)	(F)
Resource Category	Level of Expertise	Number of Resources	Estimated Number of Days	Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher	Total Cost (C x D x E)
I.1 Data Conversion Specialist	3	2	70	\$	\$
I.2 Database Administrator (Core)	3	3	70	\$	\$
I.2 Database Administrator	2	3	70	\$	\$
I.2 Database Administrator	1	3	70	\$	\$
I.3 Database Analyst/ IM Administrator	3	2	70	\$	\$
I.3 Database Analyst/ IM Administrator	2	2	70	\$	\$
I.3 Database Analyst/ IM Administrator	1	2	70	\$	\$
I.4 Database Modeller/ IM Modeller	3	2	70	\$	\$
I.5 IM Architect	3	2	70	\$	\$
I.9 System Administrator	3	2	70	\$	\$
I.9 System Administrator	2	2	70	\$	\$

I.9 System Administrator	1	2	70	\$	\$
I.10 Technical Architect (Core)	3	3	70	\$	\$
I.10 Technical Architect	2	3	70	\$	\$
I.10 Technical Architect	1	3	70	\$	\$
I.11 Technology Architect (Core)	3	3	70	\$	\$
I.11 Technology Architect	2	3	70	\$	\$
I.11 Technology Architect	1	3	70	\$	\$
<b>Total Price Option Period 1</b>					<b>\$ &lt;TBD&gt;</b>

<b>Option Period 2</b>					
<b>_____ to _____</b>					
<b>(A)</b>	<b>(B)</b>	<b>(C)</b>	<b>(D)</b>	<b>(E)</b>	<b>(F)</b>
<b>Resource Category</b>	<b>Level of Expertise</b>	<b>Number of Resources</b>	<b>Estimated Number of Days</b>	<b>Firm Per Diem Rate or Lower Median Band limit Rate whichever is higher</b>	<b>Total Cost (C x D x E)</b>
I.1 Data Conversion Specialist	3	2	70	\$	\$
I.2 Database Administrator (Core)	3	3	70	\$	\$
I.2 Database Administrator	2	3	70	\$	\$
I.2 Database Administrator	1	3	70	\$	\$
I.3 Database Analyst/ IM Administrator	3	2	70	\$	\$
I.3 Database Analyst/ IM Administrator	2	2	70	\$	\$
I.3 Database Analyst/ IM Administrator	1	2	70	\$	\$
I.4 Database Modeller/ IM Modeller	3	2	70	\$	\$

I.5 IM Architect	3	2	70	\$	\$
I.9 System Administrator	3	2	70	\$	\$
I.9 System Administrator	2	2	70	\$	\$
I.9 System Administrator	1	2	70	\$	\$
I.10 Technical Architect (Core)	3	3	70	\$	\$
I.10 Technical Architect	2	3	70	\$	\$
I.10 Technical Architect	1	3	70	\$	\$
I.11 Technology Architect (Core)	3	3	70	\$	\$
I.11 Technology Architect	2	3	70	\$	\$
I.11 Technology Architect	1	3	70	\$	\$
<b>Total Price Option Period 2</b>					<b>\$ &lt;TBD&gt;</b>

<b>Total Bid Price</b>	
<b>(Initial Contract Period + Option Period 1 + Option Period 2)</b>	<b>\$ &lt;TBD&gt;</b>

## ATTACHMENT 5.1

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a federally regulated employer being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
- ☐ A5.1 The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- ☐ A5.2 The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions).

## ATTACHMENT 5.2



## SET-ASIDE FOR ABORIGINAL BUSINESS – CERTIFICATION

1. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business, For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see [Annex 9.4](#), Supply Manual.
2. The Bidder:
  - i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
  - ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
  - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Bidder must check the applicable box below:
  - i. ☐ The Bidder is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.  
**OR**
  - ii. ☐ The Bidder is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.
4. The Bidder must check the applicable box below:
  - i. ☐ The Aboriginal business has fewer than six full-time employees.  
**OR**
  - ii. ☐ The Aboriginal business has six or more full-time employees.
5. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.
6. By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

I, \_\_\_\_\_ am an owner and/or full-time employee of \_\_\_\_\_.  
(NAME) (NAME OF BUSINESS)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date